Dear Mr. Olympia Weekend Exhibitor:

Shepard Exposition Services is excited to serve as the tradeshow general service contractor for the Mr. Olympia Weekend again this year. In servicing your needs on the show this year, we want to introduce some of the ways we can help you plan for a great event. Since one of Shepard's objectives is to make exhibiting easier, Mr. Olympia Weekend 2015 will offer the following services to ensure cost savings and easy ordering:

- **Exhibitor Call Program** – A customer service representative will call you in advance to help plan your order and to explain the most cost effective ordering options.
- **Dedicated Customer Service Representative** - A customer service representative will be assigned to assist exhibitors of the Mr. Olympia Weekend 2015 event. You will receive a direct phone number for your customer service representative who will be an expert on your event.
- **Exhibitor Concierge Program** – An on-site exhibitor concierge will walk the floor to assist you so you don't have to leave your booth.
- **Signature Series Ordering** – Décor packages will be offered that include carpet and material handling at a discounted rate to make ordering more efficient.
- **Custom Exhibit Solutions –** Dedicated experts in all aspects of custom design, fabrication, graphics, labor, hanging sings, etc. can provide cost effective, easy options for you as rentals or as a purchase for multiple use. We can create an exhibit that will support your marketing efforts and really stand out!
- **Material Handling Your Way** – There will be options for moving in your freight so you can choose what works best for you at the price you want to provide cost predictability.

Shepard will bring consistency to the ordering and production process. There will be three key contacts from Shepard who will be available to help you at any time. Below, please find information and responsibilities for your service team:

- **Customer Service Representative** -can be reached at (702) 507-5278.
- **Jessica Dominquez** will be the Concierge available to you on the show floor and pre-show at (702) 948-0343.
- **Linda Rubin** and her team will help with custom booth rentals, hanging signs, graphics etc. She can be reach at (404) 720-8652.
- **Jimmy Ruiz,** is the Account Executive overseeing all aspects of account production, (602) 425-1710
- **Lauren Bauer,** National Sales Manager (702) 948-0345 accountable for all Shepard teams involved in customer service and event production, (702) 948-0345.

In partnering with Mr. Olympia, LLC, for this event, we listened to their concerns to ensure your needs are exceeded throughout the event process. Shepard's mission is simple - *"Your success is our success,"* and our goal is to make sure that you have a successful and stress-free exhibiting experience.

Shepard Exposition Services looks forward to serving each of you in the coming months and welcomes any questions or comments that you have regarding the show this year.

Sincerely,

Lauren Bauer, National Sales Manager

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

SHOW INFORMATION

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

BOOTH PACKAGE

Items provided in your booth, per exhibitor:

8' High backwall drape, 3' High sidewall drape
7" x 44" Cardstock Identification Sign
(1) 6' x 30" Skirted Table - Black
(2) Side Chairs
(1) Wastebasket
(4) Exhibitor Badges per 10' x 10' booth purchased

*** Additional badges may be purchased for $50 each in Advance **(Deadline Aug 30th)** or $75 at the door (subject to approval). Please contact your Account Executive at Mr. Olympia for details.*
***** BADGES ARE FOR BOOTH PERSONNEL ONLY***

20' x 20' island booths and larger will not receive booth package items unless requested directly through the Shepard Customer Service Department.

Show drape color(s): Black, Red
Aisle carpet color: Tuxedo
Fire Lane aisle carpet color: Red - *these aisles can not be blocked*

EXHIBIT SHOW SCHEDULE

General Exhibitor Move-in:	**Wednesday, September 16, 2015**	**9:00 AM - 7:00 PM**	
	Thursday, September 17, 2015	**9:00 AM - 8:00 PM**	
	*** Booths must be show ready by 8:00 PM*		
	Friday, September 18, 2015	**7:30 AM - 8:30 AM**	
	*** Aisles must be clear of all boxes and crates*		
Exhibit Hours:	**Friday, September 18, 2015**	**9:00 AM - 5:00 PM**	**VIP/Platinum Members Only**
		10:00 AM - 5:00 PM	**General Public**
	Saturday, September 19, 2015	**9:00 AM - 5:00 PM**	**VIP/Platinum Members Only**
		10:00 AM - 5:00 PM	**General Public**
Exhibitor Move-out:	**Saturday, September 19, 2015**	**5:15 PM - 11:00 PM**	
Freight Re-route Time:	**Saturday, September 19, 2015**	**9:00 PM**	

IMPORTANT DEADLINES

Exhibitor appointed contractor notification deadline:	**Friday, August 21, 2015**
Discount price deadline for standard Shepard orders:	**Friday, August 28, 2015**
Discount price deadline for custom Shepard rentals:	**Wednesday, August 19, 2015**
First day for warehouse deliveries without a surcharge:	**Friday, August 21, 2015**
Last day for warehouse deliveries without a surcharge:	**Wednesday, September 9, 2015**
First day freight can arrive at show facility:	**Wednesday, September 16, 2015 at 8:00 AM**

SHIPPING ADDRESSES

Advance Shipments Address

[Exhibiting Co. Name & Booth Number]
Mr. Olympia Weekend
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Direct Shipments Address

c/o Shepard Exposition Services
[Exhibiting Co. Name & Booth Number]
Mr. Olympia Weekend
Las Vegas Convention Center, South Hall
3150 Paradise Road
Las Vegas, NV 89109

ALL UTILITY AND ANCILLARY FORMS SHOULD BE FAXED TO THE NUMBER INDICATED ON FORM. PLEASE DO NOT SEND UTILITY AND/OR ANCILLARY FORMS TO SHEPARD.

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

ONLINE ORDERING INSTRUCTIONS

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

ATTENTION EXHIBITORS

ORDER NOW! Follow these simple steps to order Shepard Services Online:

1. **GO TO:** www.shepardes.com/intro.asp
2. Click on **Mr. Olympia Weekend**
3. **LOG IN** from the Show Information page.
4. **ENTER** your email address and password then click login
   a. ***NEW users*** : User name = Your Email Address (provided by Show Management)
   Password = Olympia15

   b. ***Previous users*** : User name = Your Email Address
   Password = Your pre-existing password
5. Don't remember your password? Click the link "Forgot your password?"
   and follow the prompts to have your password sent to the registered email address.
6. Once logged in, you will be prompted to review your profile information.
   a. If your information is correct, click proceed to ordering
   OR
   b. If your information is not correct, please click "here" as indicated, update your profile and submit changes.
7. Welcome to Shepard Online Ordering!

Some helpful tips:

Use the ◄ previous or continue ► buttons to scroll through all your options.

Use the add to cart button to add an item to your cart, BEFORE proceeding to the next screen.

To **NAVIGATE** to a specific page, use the menu headers at the top of the page.

To **VIEW** your shopping **CART**, click on

To **DELETE** an item from your shopping cart, click next to the item you wish to remove.

QUESTIONS? Do not hesitate to contact us for assistance!

Shepard Customer Service
(702) 507-5278
lasvegas@shepardes.com

PAYMENT AUTHORIZATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

Please complete the information requested below and return this form with your orders. You may choose to pay by credit card, check payable to Shepard Exposition Services, or bank wire transfer. However, we require your credit card authorization to be on file before we process your order(s) for service. We will use this authorization to charge your credit card account for any additional amounts incurred as a result of show site orders placed by your representative to include material handling charges for shipments received on your company's behalf and any unpaid balance due for Shepard services. **Credits for services will be issued at show site only.**

WIRE TRANSFER

In order to accurately process the transfer of funds from your account, please complete the following information and fax it along with a copy of the wire receipt to the fax number printed on the header of this page. A $50 service charge will be added for processing checks drawn on foreign banks. A $25 service charge will be added for processing U.S. wire transfers. $50 service charge for international wire transfers.

The following information must be included on the bank copy of the wire transfer confirmation:

Name of show that you are attending - Mr. Olympia Weekend
Exhibiting company name
Booth number

Account Name: Shepard Exposition Services, Inc. **Bank Name:** PNC Bank N.A., Pittsburgh, PA 15219 USA
Routing Number: 041000124 **Account Number:** 42-6061-9772
SWIFT CODE (US): PNCCUS33 **SWIFT CODE (INTL):** PNCCUS33

If payment is not received by the date shown above, I hereby agree to have the balance owed to Shepard Exposition Services, Inc. charged to the credit card indicated in the next section.

**** Please be sure to include the *show name or show code and your booth #* as well as the *wire fee* if you are sending a wire transfer, ACH payment, or check.**

EXHIBITING COMPANY INFORMATION

Please fill out the following information:

COMPANY NAME: _____ **BOOTH #** _____
COMPANY ADDRESS: _____ **PHONE:** _____
CITY, ST, ZIP: _____ **FAX:** _____
CONTACT NAME: _____ **EMAIL:** _____

CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐ Pay by Check* ☐ Pay by Wire* ☐

Credit Card #: _____ **Expiration Date:** ____ (Month) ____ (Year)

Billing Address: _____
City, ST, Zip: _____ **Security Code:** _____
Name on Card: _____

Authorized Signature: _____

**Please note: You may choose to pay by Check or Wire Transfer, however a credit card is required on file to process all orders.*

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: **lasvegas@shepardes.com**

SHEPARD TERMS & CONDITIONS

Mr. Olympia Weekend

PAYMENT POLICY

Show Site Orders: Services ordered at show site will require full payment at the time the order is placed. Purchase orders may not be used in lieu of payment. Regular prices will apply to all show site orders. Floor orders are limited to availability.

Third Party Orders: If you contract your work to a display or exhibit house and require services from Shepard, the payment policy stated above applies. Please pass this information on to them. A Third Party Payment form must be completed and submitted three weeks prior to show opening.

Invoices: Prior to close of show, an invoice will be prepared and delivered to your booth for your review. Credits will be issued at show site only. If you have any questions, or want to pay your invoice by check or cash, please see our customer service representatives at the service desk on site.

Charges: All charges, regardless of amount, must be paid in full by cash, check or credit card. If credit card method is used, please ensure that the card limits are high enough to cover your expected charges.

Past Due Accounts: The buyer understands that there will be a 1 1/2% monthly (18% per year) finance charge on past due accounts and agrees to pay all costs incurred by Shepard Exposition Services while endeavoring to collect this account.

Outbound Services: All outbound services will be processed on your credit card. A copy of the receipt and invoice will be mailed within 10 days of the close of the show.

International Customers: International customers must pay for all services in U.S. funds. A $50 service charge will be added for processing checks or wire transfers drawn on foreign banks.

U.S. Wire Transfers: A $25 service charge will be added for processing U.S. wire transfers. Please complete the wire transfer portion of the Payment Authorization form. The credit card portion of the form must still be completed before your order will be processed.

Tax Exempt Status: If you are tax exempt in the state where the show is held, a copy of the certificate must accompany your order.

Rental Responsibility: All materials are on a rental basis and shall remain the property of Shepard. The customer shall be held financially responsible for any damage to Shepard equipment used by the customer.

Price Quotes: Prices quoted are for the duration of the show and include installation, rental, and removal, except where indicated.

Default Colors: If skirting and carpet colors are not selected, show colors will prevail.

Exchanges and Cancellations: Onsite exchanges and cancellations in orders will be assessed a 100% pick-up fee.

DEFINITIONS AND SHEPARD RESPONSIBILITIES

The name "Shepard" shall be construed within the meaning of this contract as Shepard Exposition Services, Inc. and its employees, officers, agents, and assigns including any subcontractors Shepard may appoint. The term "exhibitor" refers to any party who contracts for services with Shepard. Shepard shall be responsible only for those services which it directly provides, and hereby agrees to execute its contracted duties in good faith. Shepard assumes no responsibility for any person, parties, or other contracting firms not under Shepard's direct supervision and control. Shepard shall not be responsible for loss, delay or damage due to strikes, lockouts, work stoppages, natural elements, vandalism, acts of God, civil disturbances, power failures, acts of terrorism or war, or any other causes beyond Shepard's reasonable control; or for ordinary wear and tear in the handling of materials. Due to the security and liability requirements, Shepard personnel will unload all vendor materials from the loading docks to the booths.

INDEMNIFICATION

The exhibitor agrees to indemnify, forever hold harmless and defend Shepard and its employees, officers and agents from and against any and all claims, causes of action, fines, penalties, damages, liabilities, judgments, and expenses on account of personal injury or death, damage to or loss of property or profits arising out of, or contributed to by any of the following: (1) exhibitor's negligent supervision of any labor secured through Shepard or the negligent supervision of such labor by any of the exhibitor's employees, agents, representative, invitees, and/or exhibitor appointed contractor (EAC); (2) exhibitor's negligence, willful misconduct, or deliberate act, or such actions of exhibitor's employees, agents, invitees, representatives, or EACs at the show to which this contract relates, including but not limited to the misuse, improper use, unauthorized alteration or negligent handling of Shepard equipment; or (3) exhibitor's violation of Federal, State or Local ordinance; or violation of show regulations and/or rules as published by the Facility and/or Show Management.

CLAIM(S) FOR LOSS AND PAYMENT FOR SERVICES

Exhibitor agrees that any and all claims for loss or damage shall be submitted to Shepard prior to the conclusion of the show when alleged loss or damage occurred prior to that time, and in all cases within 30 days of the conclusion of the show. For claim reporting purposes, the "conclusion" of the show shall be construed as the end of the day on which exhibitor must vacate the show site. All claims reported after the 30-day period will be rejected. In no event shall a suit or action be brought against Shepard more than one year after the date that loss or damage occurred. Payment for services may not be withheld. In the event of any dispute between Shepard and the exhibitor relative to any loss or damage claim, the exhibitor shall not be entitled to, and shall not withhold payment for Shepard services as an offset against the amount of the alleged loss or damage. Any claim against Shepard shall be considered a separate transaction and shall be resolved on its own merit.

SHEPARD'S LIMITS OF LIABILITY

If found liable for any loss or damage, Shepard's sole and maximum liability for loss or damage to exhibitor's materials will be limited to the repair or replacement with like kind and quantity, subject to a dollar amount not to exceed $5.00 (five dollars) per pound based on the weight of the articles for which Shepard specifically acknowledges receipt in writing. Shepard shall in no event be liable for collateral, exemplary, indirect costs or damages, or loss of sales resulting from, or related to, a claim for loss of or damage to material.

INBOUND AND OUTBOUND SHIPMENTS

Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of the exhibitor or his representative. During such time, the materials will be left unattended. Shepard is not, and cannot be, responsible for loss, damage, theft, or disappearances of exhibitor's materials after same have been delivered to the exhibitor's booth. Similarly, there may be a lapse of time between the completion of packing and the actual pick up of exhibitor's materials from the booth for loading onto a carrier. During such time, the materials will be left unattended. Shepard shall not be responsible for loss, damage, theft, or disappearance of exhibitor's materials before same have been picked up for loading after the show. All materials will be checked at the booth at the time of loading using document(s) submitted by the exhibitor and notations of exceptions to conditions of materials, or piece counts will be made on said document. Shepard assumes no responsibility for loss, damage, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's appointed carrier or agent for transportation after the show. Shepard loads materials onto the carrier's truck under the supervision of the carrier driver who checks and signs for the materials. Shepard assumes no liability for any materials after the carrier assumes custody of materials. If exhibitor's designated carrier fails to show by the move out deadline after a show, Shepard shall have the authority to route exhibitor's shipment via an alternate carrier, or return shipment to a local warehouse for disposition at exhibitor's expense.

PACKAGING, CRATES, AND EMPTY CONTAINERS

Shepard shall not be responsible for surface damage to loose or uncrated materials, pad-wrapped, or shrink-wrapped materials. Shepard shall not be responsible for concealed damage, damage to carpets in bags or poly, or damage to materials improperly packed. Shepard shall not be responsible for crates and packaging unsuitable for handling, partially assembled, or having prior damage. Affixing "Empty" storage labels to containers is the sole responsibility of the exhibitor or his representative. All previous labels should be removed. Shepard assumes no responsibility for removal or misdelivery of containers with old labels or incorrect information on labels or for loss or damage to materials stored in containers labeled "empty."

THIRD PARTY PAYMENT AUTHORIZATION

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

The following information must be completed and the form returned to Shepard by the deadline date.

Both parties MUST sign this form indicating acceptance; otherwise, request will be denied.

When a third party is handling your display and/or paying for any services on your behalf, we will agree to this third party arrangement if the following payment is agreed upon and all signatures are properly completed.

By signing this form, both parties agree and understand that the exhibiting firm is responsible for all charges.

In the event that the named third party does not make payment by show close, Shepard will be paid by the exhibiting firm on demand at show site.

The show site invoice may or may not include any outbound services, such as additional material handling, rigging, and/or shipping charges.

SERVICES TO BE COVERED BY THIRD PARTY

☐ **All services**

☐ Rental Furniture
☐ Carpet
☐ Logistics/Transportation
☐ Material Handling *Please complete the Material Handling Authorization Form
☐ Exhibit Display Rentals
☐ Cleaning
☐ Other (please specify): _____
☐ Overhead Rigging/Labor
☐ Installation/Dismantling Labor

Notes: _____

THIRD PARTY INFORMATION

COMPANY NAME: _____ **CONTACT NAME:** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

AUTHORIZED SIGNATURE: _____ **EMAIL:** _____

EXHIBITING COMPANY INFORMATION

COMPANY NAME: _____ **BOOTH #** _____

COMPANY ADDRESS: _____ **PHONE:** _____

CITY, ST, ZIP: _____ **FAX:** _____

CONTACT NAME: _____ **EMAIL:** _____

AUTHORIZED SIGNATURE: _____

THIRD PARTY CREDIT CARD INFORMATION

Type of Card: MasterCard ☐ VISA ☐ ☐

Credit Card #: _____ **Expiration Date:** ____ (Month / Year)

Billing Address: _____ **Security Code:** _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

***** Are you tax exempt for the state this event occurs in?*** ☐ **Yes** ☐ **No**

If you are tax exempt, you must provide a tax exemption certificate for the state in which the show is being held.

Please submit tax exemption certificate to: lasvegas@shepardes.com

EXHIBITOR APPOINTED CONTRACTOR

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Deadline Date: August 21, 2015

Please read the following information entirely prior to signing form and returning to Shepard.

Complete this form for each non-official contractor used. Only the official show contractor or the facility may provide building services, utilities, rigging, material handling, cleaning, and furniture rental.

As the official show contractor, Shepard will provide all standard trade show services, including installation/dismantling labor, but exhibitors may appoint a non-official contractor to provide installation/dismantling labor provided all the following conditions are met:

~ EXHIBITOR must inform Shepard Exposition Services that they have contracted with a non-official contractor by completing this form and returning it by **deadline date**. If this form and the 2015 Olympia Expo EAC Form is is not submitted by deadline date, the Exhibitor Appointed Contractor will not be allowed to perform work in the hall except to supervise the official contractor provided labor.

~ The CONTRACTOR hired by the exhibitor must, by the deadline date, provide Shepard with a current Certificate of Insurance with minimum limits of $500,000 property damage per occurrence, $1,000,000 personal injury per occurrence, workers compensation aggregate coverage of $1,000,000 per occurrence, and naming Shepard Exposition Services, Mr. Olympia, LVCC, and AMI as additionally insured for the time period of the show (including move-in and move-out days).

~ The CONTRACTOR must abide by the rules and regulations of the show and all pertinent union regulations.

~ CONTRACTOR employees must wear approved identification wristbands at all times while in the work area. Wristbands will be issued at show site to authorized contractor main point of contact when all requirements have been met. (EAC contact person will be the only authorized person to sign out all the set up wristbands at the Exhibitor Check-In Counter).

~ If the non-official contractor is empowered to incur expense on behalf of the exhibitor, a Third Party Payment Authorization form must be completed and returned to Shepard. The exhibitor agrees that he is ultimately responsible for the cost of all services provided in connection to the exhibitor's booth.

~ The non-official contractor agrees to have evidence, in the booth, that it has a valid authorization from the Exhibitor for services.

~ The non-official contractor must confine its operations to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the facility. Show aisles and public areas are not part of the Exhibitor's booth space.

~ The non-official contractor may not solicit business on the exhibit floor.

~ The non-official contractor must have all business licenses, work permits and insurance required by State and City governments and Facility Management before beginning work, and shall provide Show Management with evidence of compliance.

~ If required, the non-official contractor must be able to provide evidence that it has current and applicable labor contracts and must comply with all labor agreements and jurisdictions. The non-official contractor must not jeopardize the production of the event by any act or practice that would lead to work stoppages, strikes or labor disputes.

~ Non-official contractor employees must wear approved identification wristbands at all times while in the work area. Wristbands will be issued at show site, to authorized representatives, when all requirements have been met.

The following information must be completed and the form returned to Shepard by the deadline date.

Name of Non-official Contractor: _____

Services to be performed: _____

Onsite EAC Main Contact Name: _____

Onsite Contact Cell: _____ **Fax:** _____

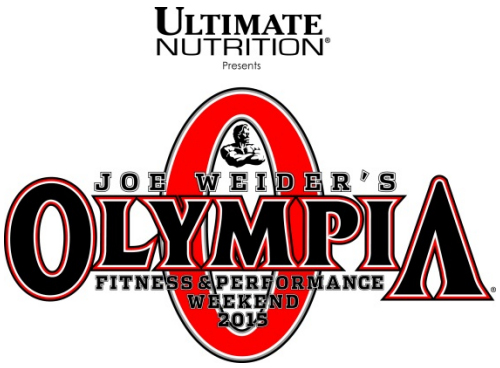
Contact Address: _____

Exhibitor's Signature: _____ **Date:** _____

Exhibiting Company Name: _____ **Booth #** _____

Failure to send this completed form back to Shepard will result in no set up wristbands to be issued and the EAC Company not to be allowed on the expo floor.

***** Please note that this form and the following Olympia EAC form both need to submitted to complete your EAC request. Wristbands can only be picked up by the main contact listed above at the exhibitor check-in desk *****



2015 Olympia Expo EAC Form

Exhibitor Name: _____

Booth Number: _____

Outside Contractor Company: _____

EAC Contact Name: _____

(EAC contact person will be the only authorized person to sign out all the set up wristbands at the Exhibitor Check-In Counter).

EAC Contact Cell Number: _____

Total Number of Wristbands Needed: _____

(Mr. Olympia will not hand out individual set up wristbands to workers. They need to receive them from the main EAC Contact person listed on this form). Wristbands can be picked up at the Exhibitor Check In Counter.

This form needs to be filled out completely and sent back to Shepard Exposition Services for processing. Failure to send this completed form back to Shepard will result in no set up wristbands issued and the EAC Company not allowed on the expo floor.

Please make sure that the Certificates of Insurance include Shepard Exposition Services, American Media Inc (AMI), Mr. Olympia LLC and the Las Vegas Convention Center as Additional Insured.

LVCA, Mr. Olympia, AMI & Aramark

Additional Insured Addresses

Las Vegas Convention & Visitors Authority (LVCVA)
3150 Paradise Road
Las Vegas, NV 89109

Mr. Olympia, LLC
6420 Wilshire Blvd., 15th Floor
Los Angeles, CA 90048

American Media, Inc. (AMI)
4 New York Plaza, 4th Floor
New York, NY 10004

Aramark
3150 Paradise Road
Las Vegas, NV 89109

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

INSURANCE 4 EXHIBITORS

EXHIBITOR GENERAL LIABILITY INSURANCE PROGRAM
$1,000,000 Per Occurrence / $2,000,000 Aggregate

Premium Rates and Benefits - Please check all plan numbers that apply.

_____ **1 Day - $89.00**

_____ **2-5 Days - $109.00**

_____ **6-30 Days - $400.00**

_____ **Six Months - $500.00**

_____ **Annual - $950.00**

_____ **Additional 5% of total premium to increase general aggregate to $2,000,000**

Why wait? Visit our website www.insurance4exhibitors.com/shepard to complete the online application and register in 3 minutes or less or fill out this form and submit via fax. We accept: VISA, MasterCard or American Express.

NAME: _____

CONTACT: _____

PHONE: _____ EMAIL: _____

ADDRESS: _____

_____

Dates of Event: _____ Time(s): _____

Location of Event: _____

Address: _____

Description of Event: _____

Has any prior coverage been cancelled or non-renewed: ☐ Yes ☐ No

If yes, please describe and provide loss history: _____

Name, Address and Relationship of all additional insured to be added to the policy:

1.) _____ 2.) _____ 3.) _____

_____ _____ _____

_____ _____ _____

No coverage is bound until you receive a certificate of insurance and payment is made. Insurance4Exhibitors reserves the right to return your payment and not bind coverage. Coverage and a certificate of insurance will be bound within 1 business day.
This summary of coverage and exclusions is no substitute for reading the entire policy. To receive an entire policy, contact the program adminstrator.

Any person who knowingly presents a false or fraudelent claim for payment of a loss or benefit or knowingly provides false information on an application for insurance may be guilty of a crime and may be subject to civil fines and criminal penalties. I certify that the above information is true and coverage is not applicable until notified by broker.

☐ Please bill by VISA / MasterCard / AmEx Card # _____

Exp. Date _____ Authorized Amount _____ CID / CIV Code _____

Cardholder Address: _____

_____

Authorized Signature Date

Insurance4Exhibitors, 30285 Bruce Industrial Parkway, Suite B, Solon, OH 44139
Phone: 440-349-6650, Fax: 440-815-2154, www.insurance4exhibitors.com

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Shepard Glossary

Advanced Freight – Refers to freight that has been sent to Shepard's warehouse prior to the Event move in.
Advance Order – An order for services sent to service contractor prior to installation date.
Aisle Carpet – The carpet that is placed on the Event floor in the aisles to separate the booths.
Back Wall – Refers to the drape used at the rear of a standard booth.
Bill of Lading – A legal document that establishes the terms between the shipper (exhibitor) and transportation company (carrier) for the transport of goods between specified points for a specified charge. A bill of lading is required to be filled out and turned in at the Shepard Service Desk at the close of the show, after the exhibitor is all packed up, in order to Shepard to release the freight to the transportation company (carrier)
Booth Package – This term describes the equipment supplied to exhibitors from show management.
Certified Weight Ticket – Certified weight ticket is a required documented measurement used for shipping exhibit properties. All carriers checking into a Shepard marshaling yard are required to present a certified weight ticket at check in.
Common Carrier – A transportation company moving exhibitor freight, which usually only accepts crated materials that it can consolidate with the properties of other customers into one shipment bound for the same destination. Only Shepard can accept freight from a common carrier.
Corner Booth – An exhibit space with exposure on at least two aisles, usually found at the end of a row of inline booths.
CWT – "Century Weight" or "hundredweight". The total weight of a crate is divided by 100 to obtain billable weight. 51,000 lbs / 100 = 510 cwt
Drayage – The service that includes delivery of materials to an exhibit space, removal of empty crates, storage of crates during the Event, return of crates at the end of the Event, and delivery of materials to the carrier loading area.
DT Labor – Double-time labor, or work performed on double time and charged at twice the published rate.
Empty Sticker – A colored sticker used to mark empty crates and boxes for storage provided in the material handling service. See Service Desk for Empty Stickers.
Exclusive Contractor – One who holds an exclusive contract with a facility or event manager to provide specified services to that facility or Event.
Exhibitor-Approved Contractor (EAC) – Also called an independent contractor, a supplier hired by an exhibitor to perform trade Event services independently of Event management-appointed contractors.
Exhibitor Kit – Also known as a Service Manual, this is package of information that contains all rules, regulations and ordering forms relating to an exhibition, provided to exhibitors by Event management.
Facility Carpeted – Indicates the exhibit hall and/or ballroom in which the Event is taking place is already carpeted.
Floor Order – An order for product or service placed after Advance Deadline therefore not eligible for discounted rates.
Floor Port – A utility box recessed in the floor containing electrical, telephone or plumbing connections.
Freight – Exhibit properties and other materials shipped for an exhibit.
Freight Desk – The area where inbound and outbound exhibit materials are handled at a trade event.
Forklift /Ground Rigging – Handling and assembly of machinery that requires the use of a forklift. This includes positioning and/or re-skidding of exhibitor material, machinery and equipment.
Hard wall – A type of exhibit construction in which walls are made of a solid material, rather than fabric.
I&D – Installation and dismantling of an exhibit by a labor source. Exhibitors may orders this service from the general contractor.
ID Signs – Typically a 7" x 44" cardstock sign that contains exhibitor name and booth number.
In-line – An exhibit that is constructed in a continuous line with other exhibits.
Island Exhibit – An exhibit with aisles on four sides. There is no pipe and drape construction provided to Island booths.
Labor – Contracted workers who perform services. When labor is ordered, hours are based on estimates and will be billed actual time incurred. Requested times are not guaranteed and are based on availability. Minimum of one hour will be charged. Additional time will be billed in increments. Rates are based on when labor was performed: ST, OT, DT.
Logistics – Point to point transportation services for freight by an appointed carrier.
Marshaling Yard – A lot where trucks gather for orderly dispatch to Event site. When Shepard provides a marshaling yard, all carriers must check in, present a weight ticket, and will be guided to the docks to unload when a space is available. The same is true for the out of the show. Applicable fee applies.
Move In – Refers to the date and time that exhibitors gain access to a facility and are able to begin the construction and/or set up of their booth.
Mobile Spotting Fee – The charge for Shepard personnel to safely guide vehicles operated by exhibitors on the exhibit hall floor when approved by show management and if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. All local fire marshal rules and regulations apply. Please call customer service for details.
Move-out – The date/time specified by Event management for dismantling exhibits and clearing the exhibition floor. Also referred to as Tear Down.
Padded Van Shipment – Uncrated goods covered with blankets or other protective padding and shipped via van line.
Perimeter Booth – A booth space on an outside wall.
Pipe and Drape – Tubing covered with draped fabric to make up rails and back wall of a trade show.
Porter Service – A service that includes the emptying of wastebaskets within the booth at specific intervals during the show.
Quad Box – Four electrical outlets in one box provided by the electrical contractor.
Registration – This refers to an area that Event management uses to register and check in Event exhibitors, buyers and attendees. This is the place in which show badges can be obtained.
Rigger – A skilled worker responsible for handling and assembly of machinery.
Right-to-Work state – A state where no person can be denied the right to work because of membership or non-membership in a labor union. See the Union Rules and Regulations within your manual for specific guidelines.
Service Desk – The location at which exhibitors order services.
Side Rails – The wall between two booths used to divide exhibits, typically 3' high.
Skirting – Decorative covering around tables and risers. Tables are skirted on 3 sides unless additional skirting is ordered.
Special Handling: An additional charge that applies to exhibits shipments requiring extra labor, equipment, or time for delivery to exhibit space.
ST labor – Straight time labor, or work performed during normal hours at the standard rate.
Targets – Exhibitor move in date/time prior to general move-in available by appointment only.
Visqueen – A clear heavy plastic sheeting that is placed over exhibiting carpeting after it is laid in order to protect it until show opens.

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***Please note: Order Deadline is August 21st, 2015**

Exhibiting Company Name:

Booth #

Booth Size	Reccomended Video Wall Packages	QTY	Show Rate	Total
10 x 10	**10' Wide x 8' High Video Wall (3.9mm)**		$ 5,995.00	
	*Includes all necessary cables, hardware to ground stack or rig, controller & scaler.			
10 x 20	**16' Wide x 10' High Video Wall (4.8mm)**		$ 8,795.00	
20 x 20	*Includes all necessary cables, hardware to ground stack or rig, controller & scaler.			
10 x 30	**23' Wide x 13' High Video Wall (5.9mm)**		$ 11,895.00	
20 x 30	*Includes all necessary cables, hardware to ground stack or rig, controller & scaler.			
30 x 30				
	A La Carte Video Products			
ANY	**50" TV w/Speakers & Stand**		$ 750.00	
	60" TV w/Speakers & Stand		$ 850.00	

* Note that all rigging & electrical services need to be scheduled through GES.

*** Rigging Hardware does not include Truss or Motors**

Booth Size	Reccomended Audio Packages	QTY	Show Rate	Total
10 x 10	**Small High Performance PA System**		$ 550.00	
	*Includes (2) 12" Speakers & Stands, (1) Mixer, (1) Wired Mic & Cables			
10 x 20	**Medium High Performance PA System**		$ 975.00	
20 x 20	*Includes (2) 12" Speakers, (2) Medium Subs, Stands, (1) Mixer, (1) Wired Microphone & Cables			
10 x 30	**Large High Performance PA System**		$ 2,350.00	
20 x 30	*Includes (4) Large Speakers, (4) Subs, Stands or Mounts, (1) Mixer (1) Wired Microphone & Cables			
30 x 30				
	A La Carte Audio Products			
ANY	**Wireless Microphone** Circle one: Handheld -or- Lavalier		$ 240.00	

* Note that all rigging & electrical services need to be scheduled through GES.

*** Rigging Hardware does not include Truss or Motors**

Booth Size	Reccomended Lighting Packages	QTY	Show Rate	Total
10 x 10	**(4) LED Uplight Package**		$ 275.00	
	*Includes (4) Hellfire Par 3 Lights, Clamps & Cables			
10 x 20	**(8) LED Uplight Package**		$ 550.00	
20 x 20	*Includes (8) Hellfire Par 3 Lights, Clamps & Cables			
10 x 30	**(12) LED Uplight Package**		$ 825.00	
20 x 30	*Includes (12) Hellfire Par 3 Lights, Clamps & Cables			
30 x 30				

I-Mag has a full complement of Video, Audio and Lighting Inventory, as well as design capabilities. Whether your needs are big or small, our experts are available to help you! Please contact us for a custom quote, design or to discuss the options that best fit your needs.

	I-Mag Contact Info:	Total Your Order	
	Josh Collins I Sales Manager	Equip. Sub-Total:	
	Phone # 615-293-1893 I Email: joshc@i-magvideo.com	25% Handling Charge	
*Don't see what you are looking for? *Please call to discuss your booth and our options		Total Charges:	

** Handling Charge Includes: Shipping, Drayage, Delivery, Installation & Dismantle of Equipment w/ On-site Show Support*

I-MAG

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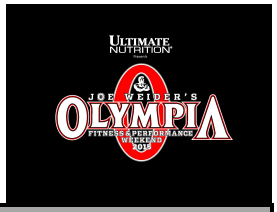

Pease Fill in All Info Before Submitting Order!	
On-Site Contact Name:	**Company Name:**
Company Address:	
Phone Number:	**Email:**

Signature: X_____Date:_____

Payment Information			
Name on Card:			
Billing Address:			
Card Type:	**Credit Card #**		
3 or 4 Digit Code:	**Expiration Date:**	**Amount to Charge:**	**$**

I _____hereby authorize by my signature below, rental of merchandise from I-Mag Video/AV Inc. to charge my credit card for the amount referenced above, and I am the card holder.

Signature: X_____Date:_____

***With the signature above, I agree to the attached Terms & Conditions.**

Cancellation Policy: Any cancellation must be received within **14 days** of show open to avoid being charged

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YOU ARE ENTERING A CONTRACT, WHICH LIMITS YOUR POSSIBLE RECOVERY IN CASE OF LOSS OR DAMAGE. The terms and conditions set forth below constitute a contract between the parties therein named, I-MAG and you, the EXHIBITOR. Acceptance of said terms and conditions will be construed when any of the following conditions are met: THE METHOD OF PAYMENT FORM IS SIGNED; OR AN ORDER FOR LABOR, SERVICES OR RENTAL EQUIPMENT IS PLACED BY EXHIBITOR; OR WORK IS PERFORMED ON BEHALF OF EXHIBITOR BY LABOR SECURED THROUGH I-MAG.

DEFINITIONS. For purposes of this Contract, " I-MAG" means I-MAG Video, Inc., and their respective employees, directors, officers, agents, assigns, affiliated companies, and related entities. The term "Exhibitor" means the Exhibitor, its employees, agents, representatives, affiliates, and any Exhibitor Appointed Contractors ("EAC").

GENERAL CONDITIONS OF EQUIPMENT RENTAL AGREEMENT (LEASE)

PAYMENT TERMS. Full payment, including any applicable tax, is due at the time the order is placed. Purchase orders are not considered payment. All payments must be in U.S. funds and all checks must be drawn on a U.S. bank. Orders received without advance payment or after the deadline date will incur additional "After Deadline Charges" as indicated on each order form. Resale certificates are not valid unless Exhibitor is re-billing these charges to its customers. For International Exhibitors, I-MAG requires 100% prepayment of advance orders, and any order or services placed at show site must be paid at the show. For all others, should there be any preapproved unpaid balance after the close of the show; terms will be net, due and payable in Nashville, Tennessee upon receipt of invoice. Effective 30 days after invoice date, any unpaid balance will bear a FINANCE CHARGE at the lesser of the maximum rate allowed by applicable law, or 1.5% per month, which is an ANNUAL PERCENTAGE RATE of 18%, and future orders will be on a pre-paid basis only. If any finance charge hereunder exceeds the maximum rate allowed by applicable law, the finance charge shall automatically be reduced to the maximum rate allowed, and excess finance charge received by I-MAG shall be either applied to reduce the principal unpaid balance or refunded to the payer. If past due invoices or invoice balances are placed with a collection agency or attorney for collection or suit, Exhibitor agrees to pay all legal and collection costs If Exhibitor provides a credit card for payment and charges are rejected by the Exhibitor's credit card company for any reason, I-MAG hereby provides notice that it reserves the right, and Exhibitor authorizes I-MAG, to continue to attempt to secure payment through that credit card for as long as unpaid balances remain on the Exhibitor's account. Exhibitor hereby grants a lien on its property in I-MAG's possession to the extent of any outstanding obligations owed to I-MAG by Exhibitor. THESE PAYMENT TERMS AND CONDITIONS SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH THE LAWS OF THE STATE OF ARIZONA.

RENTAL PERIOD. All equipment rentals are based on Show Rates and apply only to Show Days. Rental prices on Audio Visual equipment (including computers) do not include union labor (if necessary), delivery, electrical services or removal of the equipment from the booth. All materials and equipment are on a rental basis for the duration of the show or event and remain the property of I-MAG except where specifically identified as a sale.

NO SUBLETTING ASSIGNMENT AND OWNERSHIP. No equipment shall be sublet by Exhibitor, nor shall he assign or transfer any interest in this Agreement without written consent of I-MAG. I-MAG shall at all times retain ownership and title of the equipment. Exhibitor shall give I-MAG immediate notice in the event that any of said equipment is levied upon or is about to become liable or is threatened with seizure, and Exhibitor shall indemnify I-MAG against all loss and damages caused by such action. Subject to the foregoing, this Agreement inures to the benefit of, and is binding upon, the heirs, successors, and assigns of the parties hereto.

FEES, ASSESSMENTS, AND TAXES PAID BY EXHIBITOR. Exhibitor shall pay all license fees, assessments, and other taxes hereafter imposed, and relating to Exhibitor's use or possession of the equipment. If Exhibitor is exempt from payment of sales tax, I-MAG requires an exemption certificate for the State in which the services are to be used.

NOTICE OF ORDER ISSUE OR CANCELLATION. It is Exhibitor's responsibility to advise the I-MAG

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Representative of problems with any orders, and to check the Exhibitor's invoice for accuracy prior to the close of the Show or Event. In case of cancellation of any labor orders by Exhibitor, a one-hour "per person, per hour" charge will be applied for all labor and equipment orders that are not canceled in writing at least 24 hours prior to the scheduled start time. If Audio Visual and/or Computer Equipment and any other custom-order items or services have already been provided at the time of cancellation, fees will remain at 100% of the original charge. If the Show or Event is canceled because of reasons beyond I-MAG's control, Exhibitor remains responsible for all charges for services and equipment provided up to and including the date of cancellation. I-MAG will not issue refunds to Exhibitor of any payments made before the date of cancellation. I-Mag will not issue refunds to Exhibitor of any payments made before the date of cancellation.

MAINTENANCE OF EQUIPMENT. Exhibitor shall not remove, alter, disfigure or cover up any numbering, lettering, or insignia displayed upon the equipment, and shall see that the equipment is not subjected to careless, unusually or needlessly rough usage; and Exhibitor shall at his own expense maintain the equipment and its appurtenances in good repair and operative condition, and return it in such condition to I-MAG, ordinary wear and tear resulting from proper use thereof alone expected. Exhibitor agrees to use all rental equipment with reasonable care to prevent excessive wear and tear and/or damage to I-MAG's property. Exhibitor will notify I-Mag immediately of any damage to rental equipment and agrees to be billed for any damage to, or loss of, rental equipment rented to Exhibitor.

OPERATION OF EQUIPMENT. Unless otherwise mutually agreed in writing, Exhibitor shall supply and pay all operators on the equipment during the Rental Period. All operators shall be competent. It is the responsibility of Exhibitor to supervise labor secured in a reasonable manner as to prevent bodily injury and/or property damage and also to direct them to work in a manner that is in compliance with I-MAG's Safe Work Rules and/or Federal, State, County and Local ordinances, rules and/or regulations, including but not limited to Show or Facility Management rules and/or regulations. Should Exhibitor furnish any operators or other workmen for the equipment, they shall be employees of Exhibitor during the Rental Period, and Exhibitor shall pay them salary or wages and all other applicable costs. Exhibitor shall provide and pay for all workmen's compensation insurance and pay all payroll taxes required by law and applying to such operators and workman. Exhibitor shall be responsible for the performance of labor provided under this section. It is the responsibility of Exhibitor to check in with the Service Desk to pick up labor, and to return to the Service Desk to release labor when the work is completed.

REPAIRS. The expense of all repairs made during the Rental Period, including labor, material, parts and other items shall pay by Exhibitor.

RISK OF LOSS OR DAMAGE. Exhibitor shall keep appropriate equipment, material, or installation floater insurance against all risks of loss or damage from every cause whatsoever for not less than the full replacement value thereof; and shall carry public liability and property damage insurance covering the equipment and its operation and handling for the amount of at least Five Hundred Thousand Dollars ($500,000.00) or other reasonable amount specified by I-MAG. Exhibitor shall pay the premiums and any deductible portions therefor and deliver said policies, or duplicates thereof, to I-MAG. In the event of any dispute between the Exhibitor and I-MAG relative to any loss, damage, or claim, such Exhibitor shall not be entitled to and shall not withhold payment, or any partial payment, due to I-MAG for its services, as an offset against the amount of any alleged loss or damage. I-MAG reserves the right to charge Exhibitor for the difference between the Exhibitor's estimate of charges and the actual charges incurred by Exhibitor, or for any charges that I-MAG may be obligated to pay on behalf of Exhibitor, including without limitation, any shipping charges.

DISCLAIMER OF WARRANTIES. EXHIBITOR, BEING NEITHER THE MANUFACTURER, NOR A SUPPLIER, NOR A DEALER IN THE EQUIPMENT, MAKES NO WARRANTIES, EXPRESS OR IMPLIED, AS TO ANY MATTER WHATSOEVER, INCLUDING, WITHOUT LIMITATION, THE CONDITION OF THE EQUIPMENT, ITS MERCHANTABILITY, ITS DESIGN, ITS CAPACITY, ITS PERFORMANCE, ITS MATERIAL, ITS WORKMANSHIP, ITS FITNESS FOR ANY PARTICULAR PURPOSE, OR THAT IT WILL MEET THE REQUIREMENTS OF ANY LAWS, RULES, SPECIFICATIONS, OR CONTRACTS WHICH PROVIDE FOR SPECIFIC APPARATUS OR SPECIAL METHODS. LESSOR FURTHER DISCLAIMS ANY LIABILITY WHATSOEVER FOR LOSS, DAMAGE, OR INJURY TO LESSEE OR THIRD PARTIES AS A

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RESULT OF ANY DEFECTS, LATENT OR OTHERWISE, IN THE EQUIPMENT. AS TO I-MAG, EXHIBITOR LEASES THE EQUIPMENT "AS IS". I-MAG SHALL NOT BE LIABLE IN ANY EVENT TO EXHIBITOR FOR ANY LOSS, DELAY, OR DAMAGE OF ANY KIND OR CHARACTER RESULTING FROM DEFECTS IN, OR INEFFICIENCY OF, EQUIPMENT HEREBY LEASED OR ACCIDENTAL BREAKAGE THEREOF.

INDEMNITY. Exhibitor agrees to indemnify and hold I-MAG harmless, and defend I-MAG from and against any and all demands, claims, causes of action, fines, penalties, damages, liabilities, judgments, suits, proceedings, costs, and expenses (including but not limited to reasonable attorneys' fees and investigation costs) arising out of work performed, connected with, or resulting from by labor provided by I-MAG but supervised by Exhibitor. Exhibitor recognizes and agrees that included in this indemnity clause, but not by way of limitation, is Exhibitor's assumption of any and all liability for injury: disability and death of workmen and other persons caused by the operation, use, control, handling, or transportation of the equipment during the Rental Period. Further, the Exhibitor's indemnification of I-MAG includes any and all violations of Federal, State, County or Local ordinances, "Show Regulations and/or Rules" as published and/or set forth by Facility or Show Management, and/or directing labor provided by I-MAG to work in a manner that violates any of the above rules, regulations, and/or ordinances.

EXPENSES. Exhibitor shall pay I-MAG all costs and expenses, including attorneys' fees, incurred by I-MAGI-Mag in exercising any of its rights or remedies hereunder or enforcing any of the terms, conditions, or provisions hereof.

ENTIRE AGREEMENT. This instrument constitutes the entire agreement between Exhibitor and I-MAG; and it shall not be amended, altered or changed except by a written agreement signed by the parties hereto

Shepard | the YOU! experience

(702) 507-5278 | (702) 948-0341 | lasvegas@shepardes.com

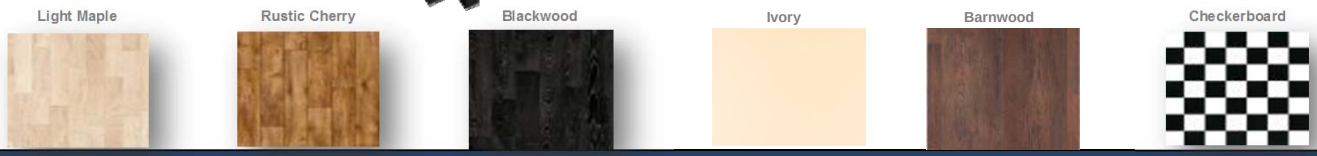
Mr. Olympia Weekend

Convention Center, South Hall - Las Vegas, Nevada | September 18 - 19, 2015

EVENT CODE	DISCOUNT DEADLINE
L117000915	August 19, 2015

Signature Series Flooring

Elevated ***Hardwood Flooring***



Premium Vinyl Floor Covering

Use the below formula to calculate the square footage (sq. ft.)

_____ (length) X _____ (width) = _____ sq. ft.

Premium Plush Carpet (46004)

	Sq. Ft.	Item	Per Sq. Ft	Amount
(22)		Navy	9.05	
(74)		Crimson	9.05	
(73)		Graphite	9.05	
(03)		White	9.05	
(06)		Black	9.05	
(90)		Hot Pink	9.05	
(91)		Electric Blue	9.05	
(77)		Bay Blue	9.05	
(48)		Hunter	9.05	
(99)		Sun Gold	9.05	
(98)		Paprika	9.05	
(07)		Burgundy	9.05	

Premium Vinyl Floor (46005)

	Sq. Ft.	Item	Per Sq. Ft	Amount
(83)		Light Maple	11.75	
(84)		Rustic Cherry	11.75	
(80)		Blackwood	11.75	
(31)		Ivory	11.75	
(85)		Barnwood	11.75	
(82)		Checkerboard	11.75	

Elevated Hardwood Floor

	Sq. Ft.	Item	Per Sq. Ft	Amount
50712		Light Oak - Elevated Hardwood Floor	*Call for Quote*	
50711		Dark Oak - Elevated Hardwood Floor	*Call for Quote*	

**** Please refer to the labor order form to order labor for the installation of your elevated floor***

All Signature Series Flooring must be ordered 30 days before move in for availability.

Please complete the following.

Total Signature Flooring:	$
(9.250%) Tax*:	$
Amount Due:	$

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Authorized Signature:

_____

Payment authorization must be completed and returned with order.

*All tax rates are subject to change.

BOOTH CARPETING

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

Carpet lends the booth a warm, inviting atmosphere. Select the carpet that will enhance your exhibit and draw customers in. Remember to provide your guests extra comfort with the upgrade of padding.

PREMIUM CARPET - 32 OZ., 100% ULTRA CUT PILE WITH ACTION BACK OR JUTE BACKING

Choose Color:

Red (01)	☐	Charcoal (17)	☐
Silver Cloud (18)	☐	Black (06)	☐
Deep Navy (22)	☐	Cobalt (21)	☐

	Qty.	Item	Discount	Regular	Amount
46001		Rental/sq.ft	5.30	6.90	
46003		Rental 1000+/sq.ft	4.60	6.00	

Rental includes installation and removal of carpet and visqueen.
Minimum 100 sq. ft. required.

PURCHASED PREMIUM CARPET

	Qty.	Item	Discount	Regular	Amount
46002		Purchase/sq.ft.	12.15	15.80	

Minimum 100 sq. ft. is required. No refunds on cancellations.
Please note - Premium White is available for purchase only.

BOOTH DIMENSIONS

What is your booth size (ft.)?

	X		=	sq. ft.

PADDING & VISQUEEN

	Qty.	Item	Discount	Regular	Amount
50009		1/2" Padding	1.35	1.75	
50008		1" Padding	2.40	3.10	
50010		Visqueen	0.80	1.05	

EXPO CARPET - 16 OZ.

Choose Color:

Red (01)	☐	Black (06)	☐
Blue (05)	☐	Teal (13)	☐
Tuxedo (50)	☐	Burgundy (07)	☐

	Qty.	Item	Discount	Regular	Amount
50255		10' x 10'	143.10	186.05	
50256		10' x 20'	285.15	370.70	
50257		10' x 30'	428.25	556.75	
50258		10' x 40'	570.30	741.40	

Variation in dye lot may occur when ordering more than one cut of carpet unless ordered as Special Cut Carpet.

SPECIAL CUT EXPO CARPET

	Qty.	Item	Discount	Regular	Amount
50580		0 - 399 sq ft	3.25	4.25	
50581		400 - 900 sq ft	2.95	3.85	
50582		900+ sq ft	2.70	3.50	

Rental includes installation and removal of carpet and visqueen protective covering.

Prices quoted above include installation and taping of front edge only. All rental carpet is delivered clean to your booth space, but during setup, carpet may become dirty. Please order cleaning service at least once before show opening.

Total Carpeting	$
8.10% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

BOOTH CLEANING

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

A clean booth creates a positive image.
Take advantage of these opportunities to make the most of your exhibit!

BOOTH VACUUMING

Booth Cleaning - Vacuum Once					
Code	**Sq Ft**	**Description**	**Discount**	**Regular**	**Amount**
47050		0 - 399 sq ft	0.36	0.45	
47051		400 - 900 sq ft	0.35	0.45	
47052		900+ sq ft	0.30	0.40	

Booth Cleaning - Daily Vacuum					
Code	**Sq Ft**	**Description**	**Discount**	**Regular**	**Amount**
47055		0 - 399 sq ft	0.72	0.95	
47056		400 - 900 sq ft	0.65	0.85	
47057		900+ sq ft	0.60	0.80	

PERIODIC PORTER SERVICE

Porter Service includes emptying wastebaskets within the booth every two hours during the show.

Booth Porter Services					
Code	**Sq Ft**	**Item**	**Discount**	**Regular**	**Amount**
47030		Porter Svc Once	0.40	0.50	
47031		Daily Porter Svc	0.80	1.05	

IMPORTANT INFO

- Vacuuming and Porter Service rates are based on total booth square footage, regardless of area being cleaned - minimum 100 square feet.
- Carpet is delivered clean, but may become dirty during setup. Booth cleaning is suggested at least once prior to show opening.
- Vacuuming/sweeping of booths and emptying of wastebaskets are not included as part of your space rental, these must be ordered separately.
- As General Service Contractor, Shepard has the exclusive cleaning contract for this show and other service contractors will not be permitted to provide this service on the show floor.
- A credit card must be on file when ordering cleaning services through Shepard.
- Cancellations must be received 24 hours prior to show opening.
- One time services ordered will be provided for the first day of the event. If you have a need for one vacuuming or porter service any day besides the first day, please contact Customer Service.

Please note: booth cleaning and porter service are non-taxable for this show.

Total Booth Cleaning	$
8.10% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

* All tax rates are subject to change.

Electrical Rental Information

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

ELECTRICAL ORDER CHECKLIST:

- ☐ Check rating plates on your equipment to ensure that you will have the proper power to operate your display.
- ☐ Do you require additional lighting? We can handle a variety of lighting options to enhance your display.
- ☐ Order 24 Hour power if required for refrigeration, computer systems, water pumps, heaters, etc.
- ☐ If distribution is required, include a detailed electrical floor plan. Indicate both main power location(s) and distribution location(s) a minimum 5amp per location. You may use the Booth Layout (Form H-3) for this purpose or provide your own floor plan. Note: All materials under carpet must be supplied by GES Electrical.
- ☐ For safety and liability reasons inspections may be conducted at show site for any violation where electrical work was performed by non-GES personnel. A fee of $ 309.00 may be assessed.
- ☐ Indicate your electrical labor requirements for equipment hook-ups and/or power distribution on the Electrical Labor Order Form.
- ☐ You may pre-wire your equipment to match our receptacles. Here is a list of the plugs that match our equipment receptacles:
  - 15 amp 120 volt: Standard U-ground cord cap
  - 20 amp 208 volt 1Ø or 3Ø: Leviton 3521 or Hubbell 3521
  - 60 amp 208 volt 1Ø or 3Ø: Daniel Woodhead Plug Y560P
  - 100 amp 208 volt 1Ø or 3Ø: Litton-Veam Plug CIR01GRH
- ☐ Avoid code violations. Check the electrical code requirements on this information sheet.
- ☐ To secure the discount rate for outlets and labor, the following must be received by the discount deadline date:
  - Complete form of payment including credit card authorization (3rd party see G-3 form)
  - E-2 Electrical Rental Order Form
  - E-3 Electrical Labor Order Form with dates & times
  - H-3 Booth Layout Form or customer supplied scaled floor plan in CAD or pdf format (diagram must include MDL for power, distribution points of power with a minimum 5amps at each location, orientation and all 1000watt overhead focus points)
- ☐ Place your order before the discount rate deadline date and save on your electrical order.
- ☐ Payment must be included with your order to secure the discount rate. Include check or credit card authorization.

ELECTRICAL CODE

Electrical requirements for an exhibit at all convention facilities are for the safety of all Exhibitors and are based on national electrical codes and local ordinances.
Too frequently, fires have been traceable to faulty wiring, sometimes because of carelessness and sometimes because of lack of understanding of the risks involved.

In the interest of public safety, exhibits at all convention facilities may be inspected to determine if any violations exist. If they are found, qualified electricians are available to correct the problems. This work will be performed on a time and materials basis. If the Exhibitor does not wish to have the fault corrected, electrical service to the offending booth will not be connected.

If an Exhibitor is not informed or does not understand basic safety standards for electrical wiring, an electrician should be consulted before shipment is made to convention facilities.

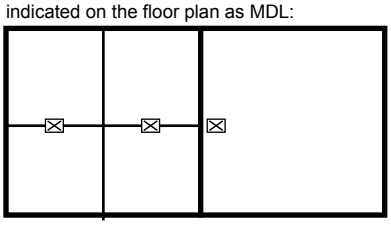
Serious risks are involved which can be eliminated by understanding basic requirements of safe wiring inside your booth. For the safety of you and the public, remember these points:

- All wiring must have a 3-wire grounded cord with a minimum of #14 gauge.
- Spot or flood lighting is a hazard when lamps are too close to fabrics or other material which can be affected by heat.
- The use of clip-on sign sockets, latex, or lamp cord wire in displays, or the use of 2-wire clamp on fixtures, is prohibited by order of fire prevention bureaus at trade shows and conventions.
- Zip cords or two-wire cords are ungrounded and could result in safety hazards. Their use is forbidden in all convention facilities. Please leave all 2-wire cords at home!
- Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES's liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

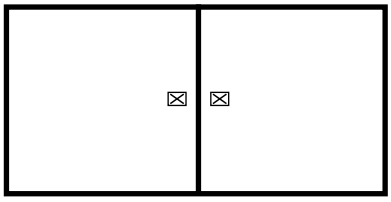
If you have any questions, please call us at 800.475.2098

Where will my outlet be located?*

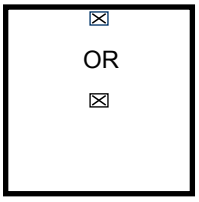
There are four different types of trade show booths: In-Line Booths, Peninsula Booths, Back-to-Back Peninsula Booths, Pavilion Booths, and Island Booths. Each type of booth has its own standard method of installation. In the following diagrams, the symbol ⊠ represents the approximate location of power outlets. Main drop locations must be indicated on the floor plan as MDL:



In-Line Booths **Peninsula Booths**



Back-to-Back Peninsula Booths



Island/Pavillion Booths

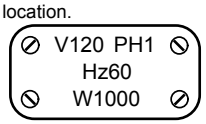
One drop will be provided within the booth when power source is in the ceiling or one location on perimeter when power is in the floor.

In-Line Booths, Peninsula Booths, or Back-to-Back Peninsula Booths:
Your pre-ordered electrical outlet will be installed at the rear of your booth, at the drape line.

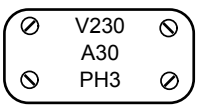
Island or Pavilion Booths: You need to designate one location for each outlet you order. Multiple outlet locations will be charged on a labor and material basis. For facilities with power originating in the floor, your electrical outlet will be placed at one location at our discretion. All other distribution will be done on a time and material basis. If you fail to provide us with a floor plan, outlet will be placed at one location at our discretion.

How much power do I need?

Calculate your lighting needs by adding wattage in each location. For other equipment, read the ratings from the metal plates attached to each unit. Note: A minimum of a 5amp outlet is required at each location.



120 Volt Single Phase
60 Cycle
1000 Watts



230 volts
30 Amps
3 Phase

Please contact GES for specific location of power as sources vary based on location.

110514

Need Assistance?

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Electrical Rental Order Form

E-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

By signing and delivering this form to GES, customer agrees to all terms and conditions printed on this form. To receive the discount rate on outlets and labor, we must receive your complete order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List

ITEM#	NON 24 HR.QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	24 HR. QTY	24 HR. DIS. RATE	24 HR. REG. RATE	TOTAL
120v Motor and Equipment Outlets								
700001		5 Amp/500 Watts, 1/4 HP 120V	**$ 108.00**	$ 162.00		**$ 216.00**	$ 324.00	$
700002		10 Amp/1000 Watts, 1/4 HP 120V	**$ 184.00**	$ 276.00		**$ 368.00**	$ 552.00	$
700003		15 Amp/1500 Watts, 1/4 HP 120V	**$ 238.00**	$ 357.00		**$ 476.00**	$ 714.00	$
700004		20 Amp/2000 Watts, 1/4 HP 120V	**$ 292.00**	$ 438.50		**$ 584.00**	$ 877.00	$
700005		30 Amp, 1 HP 120V, PLEASE CALL TSE FOR QUOTE 702.515.8691						
1P 208v Motor and Equipment Outlets							***** See requirements for these items noted below*	
700012		10 Amp, 1/2 HP 208V / 1Phase	**$324.50**	$486.50		**$649.00**	$973.00	$
700014		20 Amp, 1 HP 208V / 1Phase	**$454.50**	$681.50		**$909.00**	$1,363.00	$
700015		30 Amp, 2 HP 208V / 1Phase	**$584.00**	$876.00		**$1,168.00**	$1,752.00	$
700016		60 Amp, 5 HP 208V / 1Phase	**$778.50**	$1,168.00		**$1,557.00**	$2,336.00	$
700017		100 Amp, 10 HP 208V / 1Phase	**$1,006.00**	$1,509.00		**$2,012.00**	$3,018.00	$
700018		200 Amp, 25 HP 208V / 1Phase	**$1,622.50**	$2,433.50		**$3,245.00**	$4,867.00	$
Circle Outlets Requiring Boost		**3P 208v Motor and Equipment Outlets**					***** See requirements for these items noted below*	
700022		10 Amp, 1 HP 208V / 3Phase	**$435.50**	$652.50		**$871.00**	$1,305.00	$
700024		20 Amp, 3 HP 208V / 3Phase	**$609.00**	$913.00		**$1,218.00**	$1,826.00	$
700025		30 Amp, 5 HP 208V / 3Phase	**$783.00**	$1,174.00		**$1,566.00**	$2,348.00	$
700026		60 Amp, 10 HP 208V / 3Phase	**$1,044.00**	$1,565.50		**$2,088.00**	$3,131.00	$
700027		100 Amp, 20 HP 208V / 3Phase	**$1,348.00**	$2,022.00		**$2,696.00**	$4,044.00	$
700028		200 Amp, 50 HP 208V / 3Phase	**$2,174.00**	$3,261.00		**$4,348.00**	$6,522.00	$
Also Available: 380V/220V 3P MOTOR & EQUIPMENT OUTLETS - CALL FOR QUOTE								
3P 480v Motor and Equipment Outlets							***** See requirements for these items noted below*	
700044		20 Amp, 7.5 HP 480V / 3Phase	**$737.25**	$1,106.25		**$1,474.50**	$2,212.50	$
700045		30 Amp, 10 HP 480V / 3Phase	**$947.75**	$1,422.00		**$1,895.50**	$2,844.00	$
700046		60 Amp, 20 HP 480V / 3Phase	**$1,264.25**	$1,896.00		**$2,528.50**	$3,792.00	$
700047		100 Amp, 50 HP 480V / 3Phase	**$1,633.00**	$2,449.00		**$3,266.00**	$4,898.00	$
700048		200 Amp, 100 HP 480V / 3Phase	**$2,633.50**	$3,950.25		**$5,267.00**	$7,900.50	$
Also Available: 380V/220V 3P MOTOR & EQUIPMENT OUTLETS - CALL FOR QUOTE								

ITEM#	QTY	DESCRIPTION	DISCOUNT RATE	REGULAR RATE	TOTAL
Transformers/Converter Boxes					
700114		Amp, Buck Boost Per Amp, 20 Amps Minimum	**$ 4.12**	$ 6.20	$

ITEM#	QTY	DESCRIPTION	TOTAL
Lights			

Price includes outlet and labor for light only. Please contact GES at TSE@ts-electric.com for custom lights and lighting packages

664752		Arm Light, 75 Watt Black***	**$ 133.50**	$200.50	$
700376		Fixture, Tent Light, 1000 Watt **	**$ 795.75**	$1,192.75	$
700361		Floodlight, 1000 Watt Overhead**	**$ 488.00**	$732.50	$
700350		Floodlight, 120 Watt*	**$ 141.50**	$212.50	$
700352		Floodlight, 120 Watt Double*	**$ 218.00**	$327.50	$
700337		Track Light Fixture Only***	**$ 52.50**	$78.75	$
700339		Track with 3 Light Fixtures***	**$ 282.00**	$435.50	$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

A. Total All items Ordered	$
B. Payment Enclosed	$

Authorized Signature - Please Sign: X

EXHIBITOR'S ELECTRICAL CONTACT NAME & PHONE NUMBER	AUTHORIZED NAME - PLEASE PRINT	DATE

All exhibitor disputes must be resolved at show site, before the close of the show

Important Information

1. GES is not responsible for voltage fluctuation or power failure due to temporary conditions. Exhibitor is responsible for providing surge protectors for their Goods. GES is not responsible for loss or damage resulting from power surges. Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less. All electrical installations and connections to all electrical service should be made by a GES electrician. GES will not be responsible for any damage or loss to any equipment, component, computer hardware or software, and/or any damage or bodily injury to any person caused by the installation, connection, or plugging in of any electrical outlet by persons other than a GES electrician.

2. Electricity will be turned on 30 minutes prior to show open and will be turned off within approximately 30 minutes after show close.

3. **OUTLET LOCATION & DISTRIBUTION—** All electrical outlets will be installed on the floor at the draped backwall of in-line and peninsula booths. All electrical outlets for island booths will be dropped to one main location per the Exhibitor's floor plan. If no plan is provided, the outlets will be installed at our discretion. Any change in location and/or additional power drops are chargeable on a time and material basis. Distribution and connection of outlets are chargeable on a time and material basis. **The first ninety feet of cabling to deliver power to your booth is free. If additional cabling is necessary, to power your booth, it will be charged at a time, material and motorized equipment basis.** See Electrical Labor form E-3.

4. **GES JURISDICTION** *(Requires labor and/or material) — All distribution of electrical wiring (minimum of 5amps per location under carpet). All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.*

5. **Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used. Sharing power or plugging into facility outlets is strictly prohibited.**

6. **ELECTRICAL LABOR (See Electrical Labor Order Form) — Labor rates are subject to labor contract effective at time of show.**

7. **Please include H-3: Booth Layout Form, or provide your own detailed drawing, for placement of main drop locations (MDL), outlets and fixtures. Regular rates on outlets & labor will be applied, regardless of when the order was received, if either is not provided with your electrical order.**

** On Stanchion, In-line Booths Only. Labor is not included for all other types of booths and will require a booth work labor order. (see E-3 form)*

** May require labor and/or lift at additional charge not available at some locations. See number 7 above for additional requirements.

*** May require booth work labor. Please call TSE at 702-515-8691 for more information.

**** Requires booth work labor (see E-3 form), maximum one (1) connection per outlet. If no E-3 form received for BW, an automatic labor ticket will be generated and billed accordingly.

Cancellation Policy: Items cancelled will be charged 50% of original price after move-in begins and 100% of original price after installation

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Need Assistance?

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Electrical Labor Order Form

E-3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

PLEASE COMPLETE THIS FORM FOR ALL ELECTRICAL LABOR NEEDED.

- All distribution of electrical wiring (minimum of 5amps per location under carpet). All facility overhead distribution of electrical wiring and the distribution of same from product to booth and from booth to booth. All motor and equipment hook-ups. Installation and/or repair of electrical fixtures. Installation of electrical motors and electrical apparatus to be energized.
- Total combined wattage within booth space exceeding 20 amps will require electrical booth work labor. Labor is required to inspect and hook-up equipment pre-wired to plug into our system. Exhibitors are not permitted to use power unless ordered. Exhibitors found using outlets without an order will be subject to the regular rate for outlets used.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Overtime rates may apply. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker Per Hour		Discount	Regular
Electrical, ST	705060 FW 705061 BW	$ 118.75	$ 148.50
Electrical, OT	705060 FW 705061 BW	$ 223.75	$ 279.75

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

Please Indicate Service

☐ **FLOOR WORK - DISTRIBUTION**
- GES SUPERVISED (OK TO PROCEED)
GES will supervise labor to: (If this is left unmarked and a floor plan has been submitted, GES will proceed with the floor work)

- Power Distribution A 30% surcharge will be added to the labor rates above for this professional supervision.
- Date and time not required.
- If an electrical floor plan has been received with distribution points, GES electrical floor work labor is required. If no floor work labor is received, GES will process a floor work labor order as an Okay to Proceed, rates will based on when the complete floor plan is received.

☐ **FLOOR WORK - DISTRIBUTION**
- EXHIBITOR SUPERVISED (DO NOT PROCEED)
Exhibitor will supervise.

- *You must schedule date & time below as well as # of electricians and estimated hours.*
- GES assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.
- Labor cannot be scheduled prior to assigned target date.

BOOTH WORK - Please indicate type of work to be performed

☐ Hang lights ☐ Hang Plasma*: Size_____ Qty____
☐ Hook-up equipment** ☐ Other_____

**required for all 208v or higher voltage services, electrical motors or disconnects. Connection of total combined wattage within booth space exceeding 20 amps will require electrical booth work labor.

*Plasmas 37" and larger require 2 electricians.

Is there more than one (1) drop location?

☐ Yes ☐ No

Additional drops will be charged on a time and material basis, rates depending on when order & floor plan are received.

All booths requiring floor work labor must send a booth floor plan to tse@ts-electric.com. *They can also be faxed to 702.294.8687. Please write your booth number, show name and email address on the fax. To receive the discount rate on outlets and labor, the H-3: Booth Layout form or a scaled plan in CAD or PDF format must include main drop location, additional drop locations, electrical distribution of outlets with a minimum of 5amps at each location, orientation, fixtures, and all 1000 watt overhead focus points must be attached to this form, as well as, a form of payment or emailed to tse@ts-electric.com.*

All floorplans are reviewed prior to show site to circuit a hall print for installation of power. A fee of $50.00 will be billed for this time.

Place Order Here

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. Exhibitors requiring electrical installation labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. Please take notice - this event moves in and out on overtime, all applicable surcharges will apply.

Floor Work (FW): ***Do Not Proceed:*** *power distribution (Item# 705060)* *Please attach your own labor schedule if additional space is required.*

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X*	*TOTAL # OF ELECTRICIAN*	*X*	*LABOR RATE*	=	*TOTAL*
	AM PM	AM PM							
	AM PM	AM PM							

Booth Work (BW): *Labor must be scheduled for each day that labor is required (Item# 705061)*

	AM PM	AM PM							
	AM PM	AM PM							

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.
Authorized Signature - Please Sign:

X | AUTHORIZED NAME - PLEASE PRINT | DATE

A.	Total Labor Ordered	$
B.	30% GES Supervision	$
C.	Payment Enclosed	$

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Electrical Equipment Rental Order Form

E-6

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Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

LABOR & EQUIPMENT RATES

Exhibitors will require GES forklifts, fork & basket, condors and/or scissor lifts for the installation of energized equipment; i.e.; lights, light boxes and stuctured mounted signs. Forklifts are required for energized electrical equipment weighing 200 lbs. or more and/or placed at heights greater than 5 feet to the bottom of the equipment. If you require a forklift, you will be assigned a forklift with an operator.

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker. Exhibitors requiring electrical labor will automatically be charged a dismantle fee. Dismantle labor is charged at 50% of installation labor based on show close/move-out days/time, and does not need to be scheduled. One (1) hour minimum on labor out for all equipment. Overtime rates may apply.

Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Forklift with Operator, Per Hour		Discount	Regular
5,000#, ST	Code: 705200	$ 204.50	$ 255.75
5,000#, OT	Code: 705200	$ 318.50	$ 398.50
5,000# w/Basket, ST	Code: 705230	$ 365.50	$ 457.00
5,000# w/Basket, OT	Code: 705230	$ 578.50	$ 723.50
Equipment with Operator, Per Hour		**Discount**	**Regular**
Scissor Lift	Code: 705301	$ 351.75	$ 395.50
High Lift	Code: 705300	$ 797.25	$ 996.75

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

Please Indicate Choices

Reserve Forklift & Labor Below:

Installation:

Date: _____ # of Forklift Crews _____

Time: _____ (AM/PM) # of Extra Electricians _____

Dismantiling:

Date: _____ # of Forklift Crews _____

Time: _____ (AM/PM) # of Extra Electricians _____

Height to Bottom of Equipment: _____

Weight of Equipment: _____

Additional Notes & Comments:

_____

_____

_____

_____

Place Order Here

LABOR TYPE	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF CREWS	X	LABOR RATE	=	TOTAL
705200: Forklift with Operator		AM PM	AM PM							
705230: Forklift, Basket w/Driver, Electrician		AM PM	AM PM							
705300: High Lift w/Crew		AM PM	AM PM							
705301: Scissor Lift w/Operator		AM PM	AM PM							

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

A. Total Labor Ordered	$
B. Payment Enclosed	$

Authorized Signature - Please Sign: X

EXHIBITOR'S STAGEHAND COMNTACT NAME & PHONE NUMBER	AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original order and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate. **Dismantle labor is charged at 50% of installation costs based on show close/ move-out days/times and does not need to be scheduled. Overtime rates may apply.**

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Need Assistance?

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Plumbing Order Form

K-1

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

By signing and delivering this form to GES, customer agrees to all terms and conditions printed on this form. To receive the discount rate, we must receive your order, along with full payment, by the deadline date above. All other orders will be processed at the regular rate. No credits will be issued on services installed as ordered even though not used.

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	Compressed Air: 90-100 lbs PSI		
701037	1st Air Outlet	**$ 586.75**	$ 880.50
701038	Air Outlet, CFM Required (5 Minimum)	**$ 8.00**	$ 16.05
701039	Air Outlet, Connection	**$ 134.50**	$ 201.50
701040	Air Outlet, Supplemental (within 5' of 1st outlet)	**$ 293.25**	$ 439.50
	Note: Airline size is predicated on numbered CFM's ordered.		
	Bottled Gases		
701059	**(Where Available) PLEASE CALL TSE FOR QUOTE 702.515.8691**		
	Water: 1/2" and 3/4"		
701081	1st Water Outlet	**$ 586.75**	$ 880.50
701087	Water Outlet, Connection	**$ 134.50**	$ 201.50
701088	Water Outlet, Supplemental (within 5' of 1st outlet)	**$ 293.25**	$ 439.50
	Any and all connections will be subject to a labor charge. See Plumbing Labor Form (K-2) for rates.		
	Drain: 1/2" and 3/4"		
701045	1st Drain Outlet	**$ 586.75**	$ 880.50
701051	Drain Outlet, Connection	**$ 134.50**	$ 201.50
701052	Drain Outlet, Supplemental (within 5' of 1st outlet)	**$ 293.25**	$ 439.50
	Any and all connections will be subject to a labor charge. See Plumbing Labor Form (K-2) for rates.		
	Fill and Drain		
701054	Fill & Drain, 1-149 Gallons, Per Unit	**$ 310.00**	$ 465.50
701055	Fill & Drain, 150-299 Gallons, Per Unit	**$ 447.50**	$ 670.75
701056	Fill & Drain, 300-999 Gallons, Per Unit	**$ 807.25**	$ 1,210.75
701057	Fill & Drain, 1000-4999 Gallons, Per Unit	**$ 1,079.00**	$ 1,617.75
701058	Fill & Drain, 5000-14000 Gallons, Per Unit	**$ 1,427.50**	$ 2,141.75
	The above price includes a one-time fill and drain for each container. Labor is not included. Plumbing contractor is not responsible for color or sediment in water fill. If waste water for drain contains hazardous material, chemicals or metals, it cannot be drained.		

Please include Booth Layout form (H-3) for placement of outlets.

Cancellation Policy: *Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation.*

Important Information

- **COMPRESSED AIR** — Trade Show Electrical (GES) is not responsible for moisture, oil, or water in our lines, loss of pressure or excess pressure. GES Plumbing is the exclusive provider of compressed air for this event. The use of portable compressors are strictly prohibited. Only compressors that are part of an Exhibitor's product display or installed as an integral part of an Exhibitor's product will be allowed on the show floor. Exhibitors must supply their own filters, air dryers, or pressure regulators.
- **WATER** — Pressure may vary. No guarantee can be made of minimum or maximum pressures. If pressure is critical, Exhibitor should arrange to have a pressure regulator valve or pump installed.
- **LABOR** — Laying of any lines under carpet or other flooring, or spotting from ceiling will be an additional labor charge.

IMPORTANT CONDITIONS AND REGULATIONS

- All material and equipment furnished by GES for this service order shall remain GES property and shall be removed ONLY by GES at the close of the show.
- Wall, column and permanent building utility outlets are not a part of booth space and are not to be used by Exhibitors.
- All equipment must comply with state and local safety codes.
- Claims will not be considered unless filed by Exhibitor prior to close of exposition, no exceptions.
- Prices based upon current wage rates and are subject to change without notice.
- Under no circumstances shall anyone other than "Plumbing Personnel" make service connections.
- Special equipment requiring company engineering or technicians for assembly, servicing, preparatory work and operation may be executed without GES "Plumbing Personnel." However, all service connections to such equipment must be made by GES "Plumbing Personnel" only.
- All equipment using water must have inlet and outlet properly tagged.
- Unless otherwise directed, GES "Plumbing Personnel" are authorized to cut floor coverings to permit installation of service.
- Outlet rates listed cover bringing service from main line to booth and do not include connecting equipment.
- Service outlet size will be determined by the volume required.
- All work performed within booth attaching lines to equipment will be charged on a time and material basis in addition to connection fees.
- A separate connection fee will be made for each piece of equipment using connected service, whether connected directly or otherwise.
- GES must have 30 days notice in order to supply special regulators, strainers, traps, etc.
- All booths include up to 100 feet of accomplished distance. Use of additional footage or equipment will be charged at the prevailing labor and materials rates.
- All outlets will be installed on the floor at the backwall of the booth.
- GES Plumbing will not be responsible for sediment, color or taste of water in water line.
- All services will be disconnected/shut off at conclusion of show unless advance notice has been given and acknowledged.
- All cylinders must be firmly attached to exhibit. If cylinder must be made secure by contractor a labor charge may be added.
- A connection of a regulator to equipment will be subject to a 1 hour minimum labor charge plus materials at prevailing labor rates.

Additional Information

GES' liability for any and all loss or damage is limited to the value of the cost of plumbing services provided or the depreciated value of Goods, whichever is less.

Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE

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Need Assistance?

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Plumbing Labor Order Form

K-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

Important Information & Rates

Starting time can be guaranteed only when labor is requested for the start of the working day at 8:00 AM. All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have an authorized representative in booth to supervise the work to be done and sign work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment. If Exhibitor fails to use the workers and equipment at the time confirmed, a one (1) hour "Not Ready" charge per worker and equipment will apply.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by GES**. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Plumber per Hour		Discount	Regular
Plumbing, ST	Code: 705011	$ 98.50	$ 123.50
Plumbing, OT	Code: 705011	$ 189.25	$ 237.00

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

Please Indicate Service

☐ **GES Supervised (OK TO PROCEED)**
Please complete "Booth Layout" form (H-3)
GES will supervise labor to:
- A 30%surcharge will be added to the labor rates above for this professional supervision.

☐ **Exhibitor Supervised (DO NOT PROCEED)**
Exhibitor will supervise.
- *Indicate workers needed for installation*
- GES assumes **no** liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by GES provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Furthermore, GES' liability for any and all loss or damage is limited to the value of the cost of electrical services provided or depreciated value of Goods, whichever is less.

Place Order Here

SCHEDULE DATE(S)	*SCHEDULE START TIME*	*SCHEDULE END TIME*	*TOTAL # OF HOURS*	*X TOTAL # OF PLUMBERS*	*X LABOR RATE*	*= TOTAL*
	AM PM	*AM PM*				
	AM PM	*AM PM*				

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

Authorized Signature - Please Sign:

X	AUTHORIZED NAME - PLEASE PRINT	DATE

A.	Total Labor Ordered	$
B.	30%GES Supervision	$
C.	Payment Enclosed	$

Please estimate the number of workers and hours per worker needed for installation. Invoice will be calculated according to actual hours worked, relative to the original order and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Booth Layout Form

H-3

RETURN TO: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors
Contact us Online: www.ges.com/chat Phone: 800.475.2098 or 702.515.5970 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Form Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

A unique grid must be completed for each of the following services to ensure proper placement of items in your booth. Please do not combine services onto a single grid. Print/photocopy as needed.

- ☐ Electrical Forms (For Non-Standard Distribution)
- ☐ Plumbing Forms (For Non-Standard Distribution) - Form K-1
- ☐ Hanging Signs/Truss - Form H-2

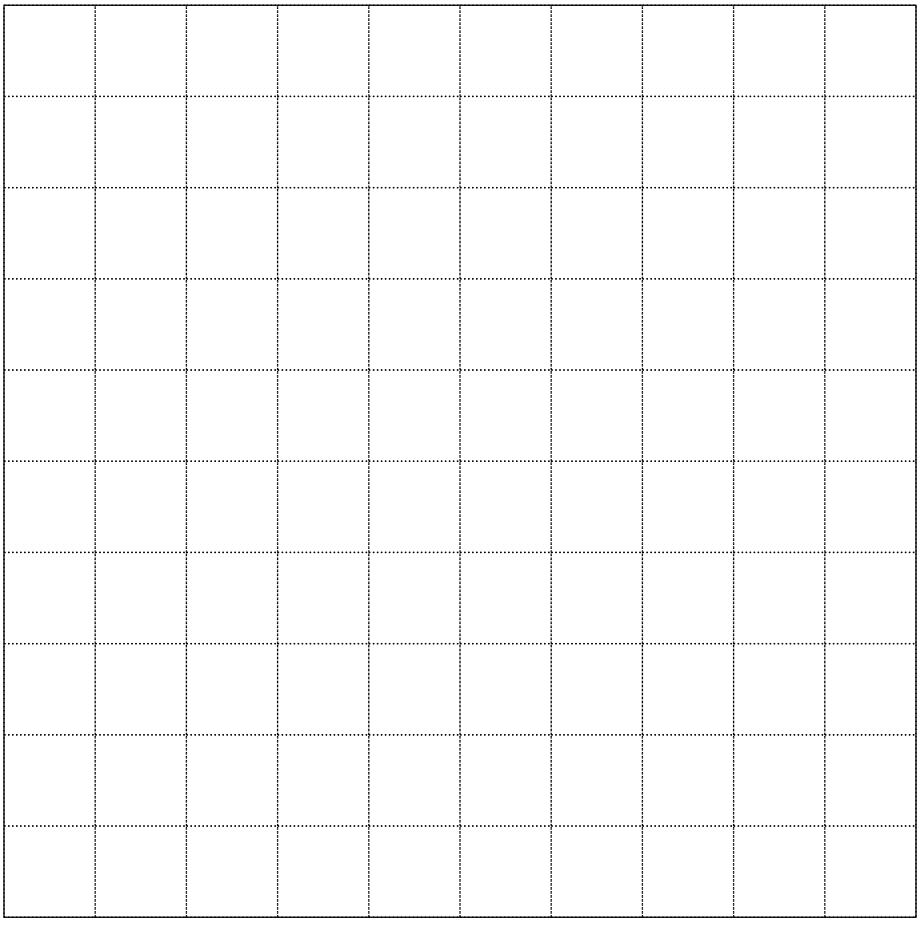
To use this grid:

- Use bold lines to indicate the outline of your booth.
- Indicate the scale of the grid (i.e. 1 square = 1 foot) or indicate the dimensions of your booth.
- Mark the adjacent booth numbers or aisle numbers.

Each square is _____ feet square since my booth is_____ feet wide by_____ feet long.

BACK OF BOOTH (indicate adjacent booth or aisle number: _____)

Indicate Adjacent Booth or Aisle Number: _____



Indicate Adjacent Booth or Aisle Number: _____

FRONT OF BOOTH (indicate adjacent booth or aisle number:_____)

***This form must be returned to TSE for your orders to be processed.**

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Need Assistance?

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Payment and Credit Card Charge Authorization

G-2

Credit Card Authorization: Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

Check Payments: Global Experience Specialists, Inc. (GES) • Bank of America P.O. Box 96174, Chicago, IL 60693

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

MANDATORY FORM*

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Form Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS			BOOTH NUMBER
STREET ADDRESS	CITY	STATE	ZIP/POSTAL CODE	COUNTRY
PHONE	FAX			PURCHASE ORDER NUMBER
BOOTH PRIMARY CONTACT NAME AND PHONE NUMBER		SHOWSITE CONTACT NAME AND PHONE NUMBER		

Payment Policy

Payment for Services — GES requires payment in full at the time services are ordered. Further, GES requires that you provide a credit card authorization with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable fuel or energy surcharge.

Discount Prices — To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment — GES accepts MasterCard, Visa, American Express, check and bank ACH/Wire transfer. Purchase orders are not considered payment. All payments must be made in U.S. funds drawn on a U.S. Bank. *Exhibitors will be charged a $50.00 fee for returned NSF checks.*

Third Party Billing — Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. GES reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See *Third Party Billing Request* form.

Tax Exempt — If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Please send the above information to the GES office for this show. Taxes vary by location and will be added to your invoice, if you do not submit your tax exempt certificate prior to the deadline.

Adjustments and Cancellations — No adjustments to invoices will be made after the close of the show. Please refer to the individual forms for labor, etc., for cancellation fees. All orders cancelled by the Exhibitor or due to the cancellation of an event or their non-participation may be subject to cancellation fees equal to 50% - 100% of the total order, based upon the status of move-in, work performed and/or GES set-up costs or expenses. A minimum non-refundable deposit of $25.00 will be applied towards the invoice, unless there is a cancellation of your order. Additionally, GES retains the right to implement/assess a fuel or energy surcharge on all services as necessary based upon market conditions.

Bank ACH/Wire transfer payment information:

Beneficiary: Global Experience Specialists, Inc. (GES)
c/o Bank of America
901 Main Street, TX1-492-07-14
Dallas, TX 75202-3714 USA
Telephone # 702-263-2795 or 702-914-5112

Account #: 7188101819
Wire ABA Routing #: 026009593
ACH ABA Routing #: 071000039
SWIFT Address: BOFAUS3N
CHIPS Address: 0959

If requested, following is the physical address for routing identifiers:
Bank of America, Wire Transfer-Customer Services
2000 Clayton Road, Concord, CA 94520 USA

To properly credit your account, send the following information to the GES via email to Cash Application Team at cashapplication@ges.com.
- *exhibiting company name, show name, show facility, and booth number*
- *date and amount of wire transfer*
- *bank and country where transfer originated*

- **If you have any questions regarding our payment policy, please call GES National Servicenter® at 800.475.2098 or visit the GES Servicenter® at the show.**
- **Please complete the information and return payment in full with this form and your orders.** You may choose to pay by credit card, check, or bank wire transfer, however, ***we require your credit card charge authorization to be on file with GES.***
- All balances must be paid at the conclusion of the event. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without appropriate credit card on file.
- **For your convenience,** we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.
- GES will charge a convenience fee for each request to reprocess payment to an alternate credit card in order to cover incremental processing costs. An alternate credit card is a credit card different than the one used to process your initial payment in accordance with GES payment policy. The convenience fee will be quoted at the time your request is made to reprocess payment. The convenience fee will be added to your account balance and settled utilizing the new credit card provided.

GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior.

***This form must be returned to GES for your orders to be processed.**

Credit Card Charge Authorization

All information must be provided. **Your order will not be processed if any information is missing.** (i.e., Expiration Date, Account Number, Contact Information, Type of Card, Signature) **We require your credit card charge authorization to be on file with GES even if you are paying by check or bank wire transfer.**

Card Number ☐ *Corporate Card* ☐ *Personal Card*

PROVIDE EXPIRATION DATE ***EXPIRATION DATE***

☐ MasterCard
☐ VISA
☐ American Express

*Signature Required Below

CARDHOLDER'S NAME		PLEASE PRINT
CARDHOLDER'S BILLING ADDRESS		CITY
STATE	ZIP	COUNTRY

Calculation of Orders

	TOTAL
Hanging Sign Labor	$
Electrical Rental	$
Plumbing	$
Electrical Labor	$
Other Services (Specify)	$
Other Services (Specify)	$
FULL PAYMENT in U.S. funds drawn on a U.S. Bank Global Experience Specialists Federal ID #59-1008863 GES is exempt from backup withholding tax.	**$**

To simplify payment, send a check payable to Global Experience Specialists for your entire order or note the amount to be charged to your credit card.

Charge my credit card in the amount of: **$**

Enclosed is a check in the amount of: **$**

Check Number: _____ Dated: _____

Please note payment return addresses at top of form.

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract. *Credit card charge authorization signature required below.

PLEASE SIGN X

AUTHORIZED SIGNATURE / CARDHOLDER'S SIGNATURE

AUTHORIZED NAME - PLEASE PRINT DATE

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Need Assistance?

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Domestic Third Party Billing Request

G-3

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia
Las Vegas Convention Center
September 18 - 19, 2015

Form Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Return this form when a third party (any party other than exhibiting company) ("AGENT") should be billed for services.

Step 1. Provide the Exhibiting Company contact information and signature

Exhibiting Company Name

Exhibiting Company Address | City | State | Zip

Phone | Fax | Exhibiting Company Contact Email Address

Please Sign X

Exhibiting Company Authorized Signature

Exhibiting Company Authorized Name - Please Print | Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract, and have advised all of my AGENTS of the same.

Step 2. Check services below to invoice to the Third Party

☐ **All Services** If the Third Party is not to be invoiced for "All Services" please select specific services below. Exhibitor will need to complete Payment and Credit Card Authorization (G-2) and submit with this form if third party is not to be invoiced for all services.

☐ Electrical Outlets ☐ Electrical Labor ☐ Plumbing ☐ Transportation
☐ Other *(Please Specify)*

Step 3. Provide the Third Party contact information

Third Party Company Name

Third Party Company Address | City | State | Zip

Phone | Fax | Contact's Email Address

Step 4. Complete Third Party Credit Card Charge Authorization with signature

Cardholder Name - Please Print

Billing Address

City | State | Zip

Card Number

Expiration Date

☐ MasterCard
☐ VISA
☐ American Express

☐ Corporate Card
☐ Personal Card

Please Sign X

Third Party Cardholder's Signature

Third Party Cardholder's Name - Please Print | Date

I agree in placing this order that I have accepted GES Payment Policy and GES Terms & Conditions of Contract.

GES reserves the right to deny any Third Party Billing Request that is not complete or received by the deadline date. **It is understood and agreed that the Exhibiting Company is ultimately responsible for payment of charges for services requested by Exhibiting Company or its Agents, and for all acts and/or omissions of its Agents.** If an Agent does not pay the invoice before the last day of the show, charges will revert to the Exhibiting Company. All Invoices are due and payable upon receipt. GES Terms & Conditions of Contract, and GES' Payment Policy apply to both the Exhibiting Company and all Agents. We require your complete credit card information even if you are paying by check or bank wire transfer.

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Need Assistance?
Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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MATERIAL HANDLING AUTHORIZATION

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SHIPMENT INFORMATION

Please complete the following information:

We plan to ship to: □ Advance Warehouse □ Direct to Show Site

We plan to ship on (date): _____

Our materials should arrive on (date): _____

Carrier Name: _____ Pro #: _____

Origin of Shipment (city, state): _____

Please provide a contact name and number for any questions Shepard may have in regards to this shipment:

Name: _____ Phone: _____

Please indicate number of pieces and the estimated weight:

# of Pieces	Description	Weight
	Crates	
	Cartons	
	Cases	
	Carpet	
	Miscellaneous	
	Total Weight	

MATERIAL HANDLING RATES AND ESTIMATE WORKSHEET

SHIP WITH SHEPARD LOGISTICS AND RECEIVE A 10% DISCOUNT ON MATERIAL HANDLING WITH *Signature Series Shipping.*

To set up your ***Signature Series Shipping,*** please call 888-568-8858, or complete the Shepard Logistics Order Form included in this manual. ***Signature Series Shipping*** does not apply to shipments considered small package, local or shipments over 10,000 lbs. Roundtrip SLS shipping is required to qualify for ***Signature Series Shipping*** .

COMPUTATION OF MATERIAL HANDLING SERVICES

The following services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs. For example: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Standard Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$68.90	$103.25	$89.50		
	Crated	Uncrated	Special Handling		
	35030 / 35033	35043	35038		
Advance Shipments to Warehouse					
	$73.15	$95.00			
	Crated	Special Handling			
	35010 / 35013	35036			
Pieces	**Small Packages (FedEx/UPS/DHL under 30 lbs.)**				
	$36.50	$73.00			
	Each carton	Min. per shipment			
	35048	35045			

Signature Series Material Handling

Weight	Description			Price	Total
Direct Shipments to Showsite					
	$62.00	$93.00	$80.50		
	Crated	Uncrated	Special Handling		
	35390 / 35395	35391/ 35399	35394 / 35402		
Advance Shipments to Warehouse					
	$65.75	$85.50			
	Crated	Special Handling			
	35393 / 35397	35392 / 35401			

Overtime

Overtime: 30% fee for each overtime application based on ST rate

Double Time

Double Time: 50% fee for each double time application based on ST rate

RATES ARE PER 100 LBS. WITH A 200 LB. MINIMUM

Subtotal	$
N/A Tax*:	$
Amount Due:	$

For credit card payments, please complete the payment authorization form. Any additional overtime charges will be invoiced at show site and are subject to change pending move-in/move-out schedule.

We understand that your calculation is only an estimate. Invoicing will be calculated from actual certified weight ticket or reweigh ticket on inbound material handling receiving report. Adjustments will be made accordingly. Any adjustments to charges must be made at show site.

Single pieces weighing more than 5000 pounds CANNOT be accepted at the warehouse. Loose, easily damaged, uncrated, or blanket-wrapped shipments should be shipped directly to the show site.

If you have any questions about material handling, please contact Shepard Customer Service department.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Payment Authorization must be completed and returned with Material Handling Worksheet. Other charges may apply, please review Material Handling Information form included in this manual.

*** All tax rates are subject to change.**

MATERIAL HANDLING INFORMATION

Mr. Olympia Weekend

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Email: lasvegas@shepardes.com

MATERIAL HANDLING INFORMATION & ADDITIONAL CHARGES

SPECIAL HANDLING **Rate as shown on Material Handling Authorization Form**

A special handling charge applies if your shipment requires extra labor for stacking or unstacking containers on a truck (cubic loading), tarping or untarping freight or containers, rigging pieces for loading or unloading on a truck or from the ground, loading or unloading materials in a freight elevator, carpet and/or pad only shipments, or other circumstances requiring the rehandling of materials including but not limited to freight on the truck needing to be unloaded in a specific order/orientation or requires freight on the truck to be moved to unload actual delivery. Shipments that arrive bulk via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service and Airborne Express may be charged a special handling rate due to their delivery procedures.

OVERTIME/DOUBLE TIME **Surcharge:** **Overtime: 30%** **Double Time: 50%**

Shipments that are moved and/or handled on overtime and/or double time hours will incur a surcharge based on the handling times noted on the receiving/shipping documents. Drivers picking up outbound shipments will be sequenced for loading ONLY after a bill of lading is submitted to the Shepard Service Desk AND the driver has checked in.

WAREHOUSE OVERTIME/DOUBLE TIME **Surcharge:** **Overtime: 30%** **Double Time: 50%**

Advanced shipments may be received during straight time hours at the warehouse location, however an overtime/double time surcharge may be applied to an advanced warehouse shipment due to required delivery schedule based on show move-in and move out hours beyond our control. This would also be true if freight was received after hours at the warehouse trapping facility.

EARLY/LATE SHIPMENTS TO WAREHOUSE **Surcharge:** **25%** **Minimum:** **$50.00** **35003**

A surcharge will apply to shipments not arriving within the published dates (refer to Show Information page for dates) for advance warehouse or arriving on show site after show opening. Any shipment arriving to showsite after show open will be charged a surcharge.

UNCRATED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

An additional charge of 50% (or as stated on Material Handling Authorization page) of the applicable material handling charge at the time of delivery shall be charged for all loose, uncrated, or unprotected shipments received at the show site docks. The charge is a one-time charge that includes both move-in and move-out of the show, and is based on the weight of the shipment handled.

MIXED SHIPMENTS **Rate as shown on Material Handling Authorization Form**

Mixed shipments that are uncrated by 50% or more are considered special handling and additional rates will apply.

OFF-TARGET DELIVERIES **Surcharge:** **15%** **Minimum:** **$50.00** **35004**

For targeted shows (exhibitors who received/requested a Targeted Date/Time), a surcharge will apply if shipment is not delivered (or carrier has not checked in) during assigned target date/time.

MARSHALING YARD **Surcharge:** **$30 per Shipment** **35250**

Where Shepard Exposition Services as the show contractor must lease space for marshaling yard operations because no space is provided by the facility, Shepard may charge a one time fee per shipment processed inbound and/or outbound through the marshaling yard.

REWEIGH OF SHIPMENTS **Surcharge:** **$25.00 per forklift load** **35282**

An additional charge per forklift load will be applied to shipments that have to be reweighed at the dock due to the lack of a certified weight ticket, or an incorrect or understated weight on a delivery document.

EMPTY CRATE STORAGE **Surcharge:** **$25.00 per piece, Minimum $50.00** **35105**

A charge per crate, carton or skid applies when Shepard handles the storage and return of empties from a shipment not received by Shepard and therefore not subject to material handling charges.

SMALL PACKAGE CONSOLIDATION

Cartons weighing 30lbs or less will qualify for the small package rate. Should one delivery contain 15 or more small packages, it can be consolidated and charged as standard material handling for a lower rate. Packages exceeding 30lbs will be billed standard Material Handling fees at the prevailing show rates.

ENVELOPE DELIVERIES **Surcharge:** **$10.50 per envelope** **35007**

During show hours at the show facility, a charge will apply to receiving and delivering envelope packages to your booth.

MOBILE SPOTTING FEE **Surcharge:** **$100.00 each way** **35108**

Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles operated on the exhibit hall floor must be escorted by Shepard personnel. In such cases, a MOBILE SPOTTING FEE will be charged. All local fire marshal rules and regulations apply. Please call customer service for details.

If you have any questions about material handling, please contact Shepard Customer Service department.

MATERIAL HANDLING 101

Mr. Olympia Weekend

MATERIAL HANDLING Q&A

What is material handling (also referred to as drayage)?

Material handling is the process of unloading your freight from your shipping carrier, either at the warehouse or show site, delivering it to your booth, storing your empty containers (empties) if required, returning of your empties at the close of show, and then reloading your freight back onto your shipping carrier.

What is the definition of "freight"?

Any exhibit materials that are shipped or delivered to the advance warehouse or show facility via shipping carrier, POV, or delivery truck.

What is a "certified weight ticket"?

A printed weight ticket from a scale certified or inspected by a government authority such as the Dept. of Agriculture, indicating the date weighed, the weight of the shipment and the vehicle ID of the unit being weighed.

What is the difference between material handling and shipping?

Shipping is the process of carrying your shipment from your location, pick-up area to it's destination and also the process of returning your shipment back to your location after the close of the show. ***Material handling*** begins at the time your shipment arrives to the docks (please refer to "What is material handling?" for the full definition.)

Do I need to order a fork lift to unload or reload my freight?

No, please do not order a forklift for unloading/reloading of your materials.

What does CWT mean?

CWT is an acronym for Century Weight, therefore it means per 100 lbs.

IMPORTANT FACTS ABOUT ADVANCE SHIPMENTS

What are advance shipments?

All shipments that are addressed to the advance warehouse address (please refer to "Advance Warehouse" shipping labels included in this manual).

Shepard will begin accepting your shipments 30 days prior to first show open day (date may vary depending on show schedule).

The warehouse will receive shipments Monday-Friday, 8:00am - 4:00pm, excluding holidays.

Shipments must arrive by advance warehouse deadline date to avoid a late surcharge. (Please refer to the "Show Information" page included with this manual for deadline date.)

Crates, cartons, skids, fibercases, and carpets can be accepted at the warehouse, but DO NOT ship crates weighing over 5,000 lbs., loose/uncrated shipments and/or machinery to warehouse. You must ship those items direct to show site.
All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

All shipments must be prepaid, no collect on delivery shipments will be accepted.

IMPORTANT FACTS ABOUT DIRECT SHIPMENTS

What are direct shipments?

All shipments that are addressed directly to the exhibit facility (please refer to "Direct to Show" shipping labels included in this manual).

Shipments must arrive during published exhibitor move-in times only. Do not ship direct to show site in advance. If delivery cannot be guaranteed to arrive during exhibitor move-in, shipment must go to advance warehouse.

All shipments must have a bill of lading or delivery slip indicating number of pieces and weight. **Certified weight tickets required.**

Crates weighing over 5,000 lbs. or loose/uncrated shipments must be shipped direct to show site to arrive during exhibitor move-in times.
All shipments must be prepaid, no collect on delivery shipments will be accepted.

MATERIAL HANDLING CHARGES

What determines how much I'm charged?

Charges are based off the weight from your inbound weight ticket included with your shipment.

How do I calculate material handling charges?

Material handling services, whether used completely, or in part, are offered as a package. When recording weight, round up to the next 100 lbs.
EXAMPLE: 285 lbs. = 300 lbs./100 lbs. = 3 X RATE = $ Amount or minimum charge, whichever is greater.

Will there be any additional charges?

Additional charges may apply. Please review the Material Handling Authorization and Material Handling Additional Services forms included in the manual for all applicable fees.

LIABILITY INSURANCE

What is and why would I need liability insurance?

Accidents happen, therefore, most show organizers and facilities require liability insurance. Please refer to your booth contract for exact minimums required.

Please make sure your materials are covered from the moment they leave your company location to the time they return after the close of the show.

If applicable, included in your manual is information and an application for liability insurance and booth coverage can also be purchased to protect your valuable exhibit materials.

SMALL PACKAGES

What are small package carrier shipments?

Shipments that arrive via small package carrier such as FedEx Express Service, UPS small package service, DHL small package service, and other carriers in this category and do not have a **certified weight ticket** included with shipment. This applies to packages weighing under 30 lbs.

How do I calculate my small package carrier shipment?

Charges for small package carrier shipments are based on per carton, per delivery.

Example: I'm shipping 3 packages via FedEx, how much will I be charged?

3 x per carton rate = $ amount charged (plus any additional fees that may apply)

Please be advised that your whole shipment may not arrive to its destination at one time. Therefore you may be charged per each delivery, and minimum charges may apply.

OUTBOUND SHIPMENTS

You must complete a Shepard Material Handling Agreement (MHA) for all outbound shipments. A MHA will be distributed at show site if all services have been paid in full, or you can request one at the customer service desk.

Upon completion of packing and labeling of your materials, complete the bill of lading with all required information, and return to customer service. If you have questions on how to complete your bill of lading, please ask a Shepard customer service representative located at the customer service desk.

If you are NOT using the designated shipping carrier, you must call your carrier with pick-up information. If your carrier fails to pick up your shipment, Shepard will either reroute your freight through the carrier of our choice or return to the local warehouse (whichever is indicated on your MHA).

CRATED~UNCRATED~SPECIAL HANDLING

What are CRATED materials?

Materials delivered that are skidded or in a container that can easily be unloaded/reloaded with no special handling required.

What are UNCRATED materials?

Materials delivered that are loose, pad-wrapped or unskidded without proper lifting bars and/or hooks.

What is SPECIAL HANDLING?

Shipments delivered that require extra labor for stacking or unstacking containers on a truck, tarping or untarping freight or containers, or rigging pieces for loading or unloading on a truck or from the ground, or other circumstances requiring the rehandling of materials. Cannot be completed solely with one forklift and operator.

SIGNATURE SERIES SHIPPING

How can I make shipping my show materials easier?

Signature Series Shipping will make it easier with the following benefits:

- Receive a 10% discount off of material handling rates (restrictions apply).
- Worry-free shipping to and from your show.
- Priority Empty Service - priority of empty return at the close of show
- Volume discounted shipping rates
- Charges will be billed to your show invoice-one less invoice/bill to keep track of.
- No driver wait fees.

SHIPPING LABELS

Mr. Olympia Weekend

ADVANCE SHIPPING ADDRESS LABELS

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Mr. Olympia Weekend**

First day freight can arrive w/o a surcharge:
August 21, 2015
Last day freight can arrive w/o a surcharge:
September 9, 2015

RUSH

Shepard

ADVANCE WAREHOUSE

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D

Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Mr. Olympia Weekend**

First day freight can arrive w/o a surcharge:
August 21, 2015
Last day freight can arrive w/o a surcharge:
September 9, 2015

DIRECT TO SHOW SITE SHIPPING ADDRESS LABELS

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Las Vegas Convention Center, South Hall

3150 Paradise Road

Las Vegas, NV 89109

For: **Mr. Olympia Weekend**

MUST NOT BE DELIVERED PRIOR TO:

September 16, 2015 @ **8:00 AM**

RUSH

Shepard

DIRECT TO SHOW

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

C/O: **SHEPARD EXPOSITION SERVICES**

Las Vegas Convention Center, South Hall

3150 Paradise Road

Las Vegas, NV 89109

For: **Mr. Olympia Weekend**

MUST NOT BE DELIVERED PRIOR TO:

September 16, 2015 @ **8:00 AM**

HANGING SIGN SHIPPING LABELS

Mr. Olympia Weekend

HANGING SIGN SHIPPING ADDRESS LABELS

HANGING SIGN: If you have a sign or anything (truss, etc.) that has been approved to hang from the ceiling, send it to the advance shipping warehouse address. Hanging items must be identified and readily available since they are installed first, before the show floor becomes encumbered by freight.

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Mr. Olympia Weekend**

First day freight can arrive w/o a surcharge:
August 21, 2015
Last day freight can arrive w/o a surcharge:
September 9, 2015

RUSH

ADVANCE WAREHOUSE

HANGING SIGN

TO: _____
(EXHIBITING CO. NAME)

Booth #: _____

c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Delivery Hours: M-F, 8-4:30 PM

For: **Mr. Olympia Weekend**

First day freight can arrive w/o a surcharge:
August 21, 2015
Last day freight can arrive w/o a surcharge:
September 9, 2015

OUTBOUND BILL OF LADING/SHIPPING LABEL REQUEST

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

PRE-PRINTED OUTBOUND BILL OF LADING AND SHIPPING LABELS

All outbound shipments require a Bill of Lading and shipping labels. Shepard offers complimentary pre-printing of these items. To take advantage of this service, please complete this request and submit to Shepard.
Your pre-printed BOL and labels will be delivered to your booth prior to the close of the show.
Note: All third parties must pick up BOL/labels at the Shepard Service Desk.

SHIP TO ADDRESS:

COMPANY NAME _____

DELIVERY ADDRESS _____

CITY _____ STATE _____ ZIP _____

CONTACT NAME _____ BOOTH _____

Number of Pieces: _____ **Number of Labels Requested:** _____

☐ Crate ☐ Skid ☐ Cases ☐ Carton ☐ Total Weight

CARRIER SELECTION

☐ OFFICIAL SHOW CARRIER: SHEPARD LOGISTICS ☐ OTHER: _____

**If selecting a carrier other than Shepard Logistics, you must schedule the pickup.
** If using FedEx or UPS you must have *and apply* their shipping labels

Type of Service:

☐ Ground ☐ Overnight ☐ 2nd Day

In the event your designated carrier fails to pickup:

☐ Reroute via show carrier
☐ Return to Warehouse

Shipping Options:

Inside Delivery _____ Residential _____ Lift Gate _____ No Loading Docks _____

OUTBOUND SHIPMENT REQUIREMENTS:

1. **Shepard will print and deliver your BOL with Shipping Labels to your booth prior to the close of the show.**
2. **Exhibtors must properly package and label all materials.**
3. **Completed BOL must be turned in to the Shepard Service Desk including piece count and estimated weight.**
4. **Please see the SES service desk if you do not receive a BOL**

****Please note: If utilizing FedEx/UPS as your carrier you must supply your own outbound labels**

TRANSPORTATION CHARGES BILLING ADDRESS: ☐ SAME AS SHIP TO ADDRESS

Company Name _____

Address _____

City _____ State _____ Zip _____

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

SHEPARD LOGISTICS SERVICES

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Shepard Logistics Phone: 888-568-8858

Shepard Logistics Fax: 404-720-8733

Shepard Logistics Email: logistics@shepardes.com

COMPLETE THIS FORM ONLY IF YOU ARE SHIPPING YOUR EXHIBIT MATERIALS BY SHEPARD LOGISTICS SERVICES

EXHIBIT MATERIALS TRANSPORTATION

INBOUND PICK UP LOCATION INFORMATION

▪ **Payment Authorization form must be on file to pick up as charges will be included on your show services invoice.**

Requested Pick Up Date: _____

Hours of Operation: _____

Company _____

Address _____

_____

_____

(City) (State) (Zip)

SHIP TO

☐ I will be shipping to the **WAREHOUSE**

(Company Name, Booth #)
Mr. Olympia Weekend
c/o Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D
Las Vegas, NV 89118

Warehouse Deadline September 9, 2015
Date

☐ I will be shipping to **SHOW SITE**

c/o Shepard Exposition Services
(Company Name, Booth#)
Mr. Olympia Weekend
Las Vegas Convention Center, South Hall
3150 Paradise Road
Las Vegas, NV 89109

Delivery date: September 16, 2015

SHIPPING INFORMATION

Items to be shipped
Number of Pieces **Est. Weight**

____	Crates	
____	Cartons (cardboard)	
____	Cases/Trunks (fiber) (color) _____	
____	Skids/Pallets	
____	Carpet (color) _____	
____	Other _____	
____	Total Pieces **Total Wt.**	

Size of largest piece: L _____ W _____ H _____

Loading Dock ☐ Yes ☐ No Lift Gate _____

Residential _____ Inside Pick up _____ Inside Delivery _____

Special Instructions: _____

▪ **Please note: All Shepard Logistics quotes include transportation cost only. Additional material handling fees may apply on show site**

OUTBOUND SHIPPING INFORMATION

☐ I would like to schedule Outbound Transportation. Please provide me with a Material Handling Agreement at show site for my shipping instructions and signature. So we may deliver your Outbound Material Handling Agreement and labels, please complete the following information.

Ship to Address:

_____

_____

_____

Contact Name: _____

Phone: _____

Deliver By Date: _____

Number of labels: _____

Special Instructions: _____

_____

TYPE OF SERVICE - Choose One

☐ Next Day Air ☐ 2nd Day Air

Service via Air Transportation is charged based on Dimensional weight or Actual weight whichever is greater.

☐ Standard Ground ☐ Other (Truck Load, Specialized)

TRANSPORTATION CHARGES

Charges for transportation and material handling services provided by Shepard shall be billed to the Credit Card on file.

Type Card ☐ MasterCard ☐ VISA ☐

Logistics/Material Handling ONLY ☐ Authorize ALL charges ☐

Credit Card #: _____

Expiration Date: _____ Security Code: _____

Billing Address: _____

City, ST, Zip: _____

Name on Card: _____

Authorized Signature: _____

A REPRESENTATIVE FROM SHEPARD LOGISTICS WILL CONFIRM RECEIPT OF YOUR EXHIBIT TRANSPORTATION REQUEST.

Please complete the following:

Exhibiting Co. Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Email: _____ **Fax #:** _____

Authorized Signature: _____

Signature indicates you have read and accept the Payment Policy and Terms and Conditions.

FAX COMPLETED FORM TO 404-720-8733

Shepard Logistics

Complete Transportation Services

Advantages of Shepard Logistics

- 10% material handling discount for round trip SLS customer shipments
- Volume discounting for larger shipments
- Guaranteed price quotes online with online booking and scheduled pick-up
- Preferred and confirmed target times inbound
- Pre-printed bills and shipping labels correctly formatted inbound or outbound
- Free 30-day pre-event storage charges
- Ship direct to show site and avoid warehouse charges when facility permits
- Automated tracking and delivery status reports via email
- No driver waiting time charges inbound or outbound
- No additional trade show fees
- Priority Empty Return Labels to all inbound Logistics Customers
- Guaranteed pick-up outbound from show, with immediate loading following empty return
- Guaranteed on-time delivery to destination city, facility, or warehouse or it is free

Benefits of Shepard Logistics

- Security; immediate outbound loading reduces risk of pilferage or misloading
- Convenience; less paperwork and less tracking
- Efficiency; scheduling travel, labor reliably, and possibly avoiding weekend overtime charges inbound
- Cost Saving; discounting of material handling charge

To take full advantage of the Shepard Advantage, contact

888.568.8858

logistics@shepardes.com

Internet/Network Order Form

Phone: **855-519-2624** – Fax: 702-920-8255
ORDER ON-LINE: www.tradeshows.coxhn.net or EMAIL: orders@coxlvcc.com

Updated 10/16/14 – Page 1 of 3

Event Name:	Company Name:
Event Start Date: / /	Billing Name:
Event End Date: / /	Billing Address:
Booth/Room #:	Billing Address:
On-Site Contact:	City: State: Zip:
Cell #:	Country:
Email Address:	Phone #:

Cox Business has a full list of products beyond the internet drop services listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount – Final order and payment must be received 21 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Internet/Network Services	Quantity	Price	Total
Shared Bandwidth DATA Services - **routers, servers and NAT devices are not allowed on shared bandwidth data products**			
Business Starter: Up to 3 Mbps Single drop with 1 private (NAT) IP address. Order up to 3 total IP addresses.		$745.00	
Business Select: Up to 10 Mbps Single drop with 1 private (NAT) IP address. Order up to 10 total IP addresses.		$995.00	
Business Professional: Up to 20 Mbps Single drop with 1 private (NAT) IP address. Order up to 20 total IP addresses.		$1,495.00	
Dedicated Bandwidth Services			
Business Starter Plus: 3 Mbps Single drop with 3 public IP addresses. No additional IP addresses allowed		$3,500.00	
Business Select Plus: 10 Mbps Single drop with 3 public IP addresses. Order up to 10 total IP addresses.		$6,100.00	
Business Professional Plus: 25 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		$14,300.00	
Business Professional Plus: 50 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		$26,500.00	
Business Professional Plus: 100 Mbps Single drop with 3 public IP addresses. Order up to 20 total IP addresses.		$45,000.00	
High Bandwidth Internet speeds from 200 Mbps up to 10 Gbps are available		Call for pricing	

Additional Products and Services	Quantity	Price	Total
Patch cables – Ethernet Cat 5 Cable		$80.00 each	
Switch rental – Up to 24 port (10/100 unmanaged)		$220.00 each	
Additional IP address		$164.00 each	
Additional Locations – Additional drop for dedicated bandwidth products only		$795.00 each	
Labor/Floor work		$75.00/hour	

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

Sub-Total	
20% Early Ordering Discount (if applicable)	
20% Expedited Fee (if applicable)	
Estimated Taxes and Fees	
Grand Total	

Customer Acceptance of Terms and Conditions.

Customer – Print Authorized Name	**Customer** – Authorized Signature	Date

Payment Type: Please select one. Credit card payments appear as "Cox Communications" on monthly statements.
Checks must be received at least 21 days prior to the listed first day of the event

☐ **Check** **Payable to: Cox Business** *(Checks must be received at least 21 days prior to the first day of the event.)*
Mail to: ATTN: Advanced Convention Services (LVCC), Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106

Credit Card: ☐ AMEX ☐ MC ☐ VISA **Credit Card #:** _____ **Ex. Date:** _____ **Security Code:** _____ (3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

Card Holder Name (print)	Card Holder Name (signature)

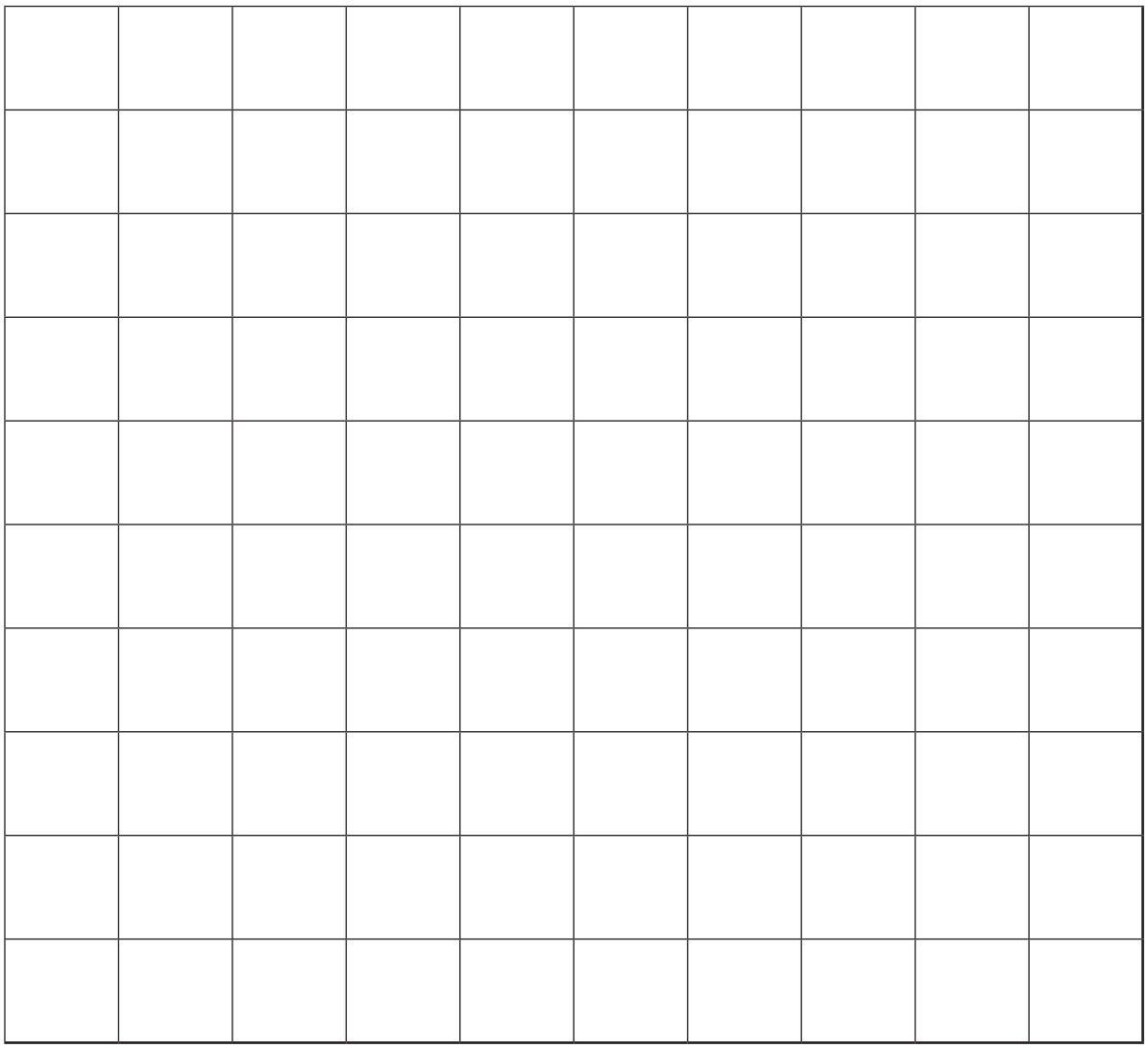
Booth Diagram Information - Internet

Please indicate on the grid, the location of your Internet drop(s).
If no location is indicated, Internet drop will be placed in the middle back of the booth.

This booth diagram or a detailed floor plan must be submitted with your order

Adjacent Booth #_____

Adjacent Booth #_____



Adjacent Booth #_____

Adjacent Booth #_____

TERMS AND CONDITIONS OF SERVICE

1.Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all invididuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required byapplicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

7. Termination Cox reserves the right to require Customer to pay an early termination fee equal to Cox's costs if Customer cancels an order after the order is placed, but before the installation date. No refunds will be provided to orders which are cancelled after they have been installed. Wireless devices not authorized by Cox are prohibited. Use of any device that interferes with Cox's network is prohibited. If there is signal interference, Cox may terminate this Agreement if Cox cannot resolve the interference by using commercially reasonable efforts. If Cox loses its right to sell Services at the Facility, Cox may assign this Agreement to a third party or terminate this Agreement by providing written notice to Customer and by refunding all prepaid amounts to Customer.

8 LIMITATION OF LIABILITY. COX SHALL NOT BE LIABLE FOR DAMAGES FOR FAILURE TO FURNISH OR INTERRUPTION OF ANY SERVICES, NOR SHALL COX BE RESPONSIBLE FOR FAILURE OR ERRORS IN SIGNAL TRANSMISSION, LOST DATA, FILES OR SOFTWARE DAMAGE REGARDLESS OF THE CAUSE. COX SHALL NOT BE LIABLE FOR DAMAGE TO PROPERTY OR FOR INJURY TO ANY PERSON ARISING FROM THE INSTALLATION OR REMOVAL OF EQUIPMENT UNLESS CAUSED BY THE NEGLIGENCE OF COX. UNDER NO CIRCUMSTANCES WILL COX BE LIABLE FOR ANY INDIRECT, INCIDENTIAL, PUNITIVE, SPECIAL OR CONSEQUENTIAL DAMAGES INCLUDING LOST PROFITS ARISING FROM THIS AGREEMENT. COX'S MAXIMUM LIABILITY TO CUSTOMER ARISING UNDER THIS AGREEMENT SHALL BE THE LESSER OF $5,000.00 OR THE AMOUNT ACTUALLY PAID BY CUSTOMER FOR SERVICES HEREUNDER.

9. Assignment Customer may not assign, in whole or in part, this Agreement without the prior written consent of Cox, which consent may be withheld in Cox's discretion. Cox may assign this Agreement and Service may be provided by one or more legally authorized Cox affiliates.

10.WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Both parties shall indemnify and hold each other and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of each parties use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13 Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

15. Miscellaneous This Agreement constitutes the entire agreement between Cox and Customer for the Services and equipment provided herein. The invalidity or unenforceability of any term or condition of this Agreement shall not affect the validity or enforceability of any other provision. Except as provided herein, this Agreement may be modified, waived or amended only by a written amendment signed by both parties. The rights and obligations of the parties under this Agreement shall be governed by the laws of the State of Nevada. The failure by either party to exercise one or more rights provided in this Agreement shall not be deemed a waiver of the right to exercise such right in the future. Notices required by this Agreement shall be in writing and shall be delivered either by personal delivery or by mail. If delivered by mail, notices shall be sent by any express mail service; or by certified or registered mail, return receipt requested; with all postage and charges prepaid. All notices and other written communications under this Agreement shall be addressed to the parties at the addresses on the first page of this Agreement, or as specified by subsequent written notice delivered by the party whose address has changed. Any provision that should by its nature survive the termination or expiration of this Agreement shall survive such termination or expiration. Cox network management needs may require Cox to modify upstream and downstream speeds. Use of the data, Internet, web conferencing/web hosting Services is subject to the "AUP" at http://ww2.cox.com/aboutus/policies/business-policies.cox. Certain Services are regulated by the FCC and the Nevada Public Utility Commission and subject to the "Nevada Service Guide"at http://ww2.cox.com/business/voice/regulatory.cox. The "General Terms" posted at http://ww2.cox.com/aboutus/policies/business-general-terms.cox, the AUP and the Nevada Service Guide are incorporated herein by reference. Cox, in its sole discretion, may modify, supplement or delete any portion of the General Terms, the AUP or the Nevada Service Guide from time to time, without additional notice to Customer, and any such changes will be effective upon Cox publishing such changes on the applicable website listed above. BY EXECUTING THIS AGREEMENT AND/OR USING OR PAYING FOR THE SERVICES, CUSTOMER ACKNOWLEDGES THAT IT HAS READ, UNDERSTOOD, AND AGREED TO BE BOUND BY THE GENERAL TERMS, the AUP and the Nevada Service Guide. If applicable to the Service, Customer shall pay sales, use, gross receipts, and excise taxes, access fees and all other fees, universal service fund assessments, 911 fees, franchise fees, bypass or other local, state and Federal taxes or charges, and deposits, imposed on the use of the Services. All orders are subject to approval of Cox.

GUEST Wi-Fi

COX Business | ADVANCED CONVENTION SERVICES

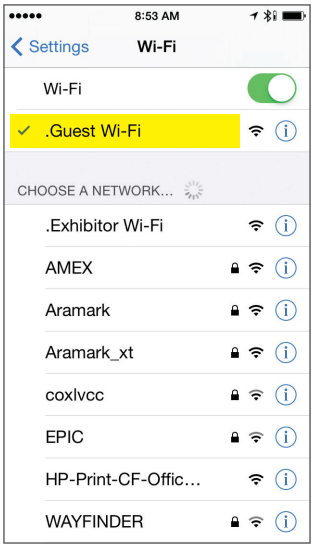
Log In Instructions for the **Las Vegas Convention Center**

Please note that **Exhibitor Wi-Fi** instructions are available on the other side of this Instruction sheet.

Free Wi-Fi Internet access is provided within all lobbies, common areas and meeting rooms of the Las Vegas Convention Center. Access is offered in unlimited 30 minute sessions. This service is not available on the Exhibit floor(s).

Please follow these instructions:

1. You can access this service by connecting to the .**Guest Wi-Fi** network on your mobile device via your Wi-Fi settings.



2. Once connected to the .**Guest Wi-Fi** network, open your Internet browser and you will be re-directed to a Wi-Fi splash page.

3. You may then choose our **FREE Wi-Fi** service **or upgrade to a paid service** which offers a higher speed.

WI-FI Log In
FREE WI-FI Access
(Up to 384 Kbps)
$14.99 Per Day
(Up to 1.0 Mbps)
I accept the terms and conditions
Connect Me
LVCC Guest Wi-Fi service is NOT for streaming video, presentation software or business use.
Free Wi-Fi service is offered in 30 minute unlimited sessions. Service not available on Exhibit Floor.
For hard wired business critical network needs, please visit the Cox LVCC service desk
or click here to order advanced services.
For assistance please call: 702-435-4600 Option 2
INTERNET ACCESS TERMS OF USE
1. Customer Responsibilities
©2014 Cox Business Advanced Convention Services

4. Review and click the check box to accept the **Internet Access Terms of Use.**

5. Once you have accepted, hit the **Connect Me** button and you will be re-directed to our credit card billing page. A receipt will be sent to the email address entered on the billing page.

For support or billing questions call 1-855-519-2624.

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EXHIBITOR Wi-Fi

COX Business | ADVANCED CONVENTION SERVICES

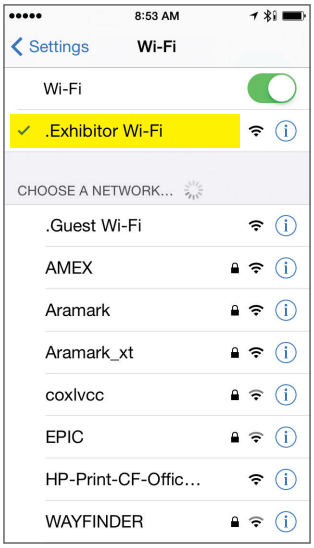
Log In Instructions for the **Las Vegas Convention Center**

Please note that **Guest Wi-Fi** instructions are available on the other side of this Instruction sheet.

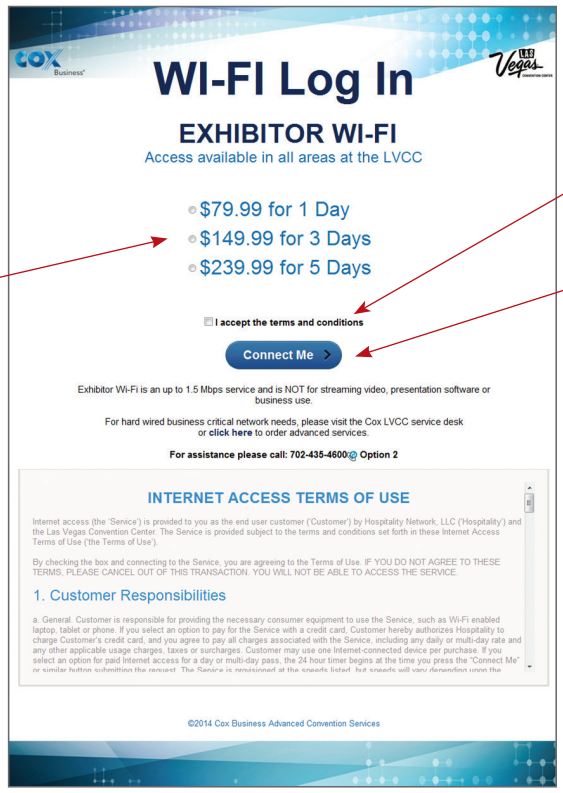
Exhibitor Wi-Fi service is available in all areas of the facility. This service is up to 1.5 Mbps and is paid on-site using your credit card. This service is not intended for streaming video, presentation software or power business use.

Please follow these instructions:

1. You can access this service by connecting to the **.Exhibitor Wi-Fi** network on your mobile device via your Wi-Fi settings.



2. Once connected to the **.Exhibitor Wi-Fi** network, open your Internet browser and you will be re-directed to a Wi-Fi splash page.
3. You may then choose the option that best suits your needs.


WI-FI Log In
EXHIBITOR WI-FI
Access available in all areas at the LVCC
$79.99 for 1 Day
$149.99 for 3 Days
$239.99 for 5 Days
I accept the terms and conditions
Connect Me
Exhibitor Wi-Fi is an up to 1.5 Mbps service and is NOT for streaming video, presentation software or business use.
For hard wired business critical network needs, please visit the Cox LVCC service desk or click here to order advanced services.
For assistance please call: 702-435-4600 Option 2
INTERNET ACCESS TERMS OF USE
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Wi-Fi Hotspot Order Form

Phone: **855-519-2624** – Fax: 702-920-8255
ORDER ON-LINE: www.tradeshows.coxhn.net or EMAIL: orders@coxlvcc.com

Event Name:
Event Start Date: / /
Event End Date: / /
Booth/Room #:
On-Site Contact:
Cell #:
Email Address:

Company Name:
Billing Name:
Billing Address:
Billing Address:
City: State: Zip:
Country:
Phone #:

Cox Business has a full list of products beyond the Wi-Fi Hotspot packages listed below. Please contact us to discuss any additional needs you may have.

20% Early Ordering Discount – Final order and payment must be received 21 days prior to the listed event start date.
A 20% Expedite Fee will be applied to any order placed 72 hours or less before the listed event start date.

Wi-Fi Hotspots	Quantity	1.5 Mbps	3.0 Mbps	Total
Service will be available a day before the event through a day after the event in one specific area serviced by one Wi-Fi access point.				
Wi-Fi Hotspot: Up to 10 Users		$2,200.00	$2,800.00	
Wi-Fi Hotspot: Up to 25 Users		$3,200.00	$4,000.00	
Wi-Fi Hotspot: Up to 50 Users		$4,500.00	$5,500.00	
***Wi-Fi Hotspot:** Up to 100 Users		$6,800.00	$8,500.00	
***Additional block of 50 users** (Available only with Wi-Fi Hotspot: Up to 100 Users)		$3,000.00	$3,750.00	
Splash Page with sponsor logo (Splash page template provided by Cox Business)		$2,500.00	$2,500.00	
Redirect Landing Page (Customer specified URL)		$2,500.00	$2,500.00	

Taxes and fees, if applicable, are additional and subject to change from time to time. Customer agrees to pay Cox Business for any additional taxes and fees that are not listed on this page upon receipt of an invoice from Cox Business. Customer shall be responsible for the value of unreturned Cox owned equipment after event. The value of unreturned will be the price listed on the order form, plus an additional 20% lost equipment fee. Prices are subject to change at any time without notice.

Sub-Total	
20% Early Ordering Discount (if applicable)	
20% Expedited Fee (if applicable)	
Estimated Taxes and Fees	
Grand Total	

Customer SSID and Password

Customer SSID

Customer Password (WPA2 Key) - minimum 8 characters and case sensitive.

Customer Acceptance of Terms and Conditions.

Customer – Print Authorized Name

Customer – Authorized Signature

Date

Payment Type: Please select one. Credit card payments appear as "Cox Communications" on monthly statements. Checks must be received at least 21 days prior to the listed first day of the event

☐ **Check** **Payable to: Cox Business** *(Checks must be received at least 21 days prior to the first day of the event.)*
Mail to: ATTN: Advanced Convention Services (LVCC), Cox Business, 1700 Vegas Drive, Las Vegas, NV 89106

Credit Card: ☐ AMEX ☐ MC ☐ VISA **Credit Card #:** _____ **Ex. Date:** _____ **Security Code:** _____ (3-4 digits)

By signing this Agreement, Customer agrees that Cox Business may store Customer's credit card information and Customer hereby authorizes Cox Business to use Customer's credit card information for future orders which are signed by an authorized representative of Customer.

Card Holder Name (print)

Card Holder Name (signature)

TERMS AND CONDITIONS OF SERVICE

1.Service and Installation Cox Communications Las Vegas, Inc. d/b/a Cox Business ("Cox"), shall provide Customer with certain services ("Services") and equipment ("Equipment") as described on the first page for the use of Customer and Customer's agents, independent contractors and guests attending or participating in an event hosted by Customer ("Customer's Guest"). Customer understands that Cox is the exclusive provider of all Voice, Data and Video services at the Las Vegas Convention Center and Cashman Center (collectively, the "Facility"). Customer shall be responsible for the acts of Customer's Guests in connection with the Services as if such acts were performed by Customer. Except to the extent caused by Cox, a Cox agent or subcontractor, Customer shall be responsible for damage to any Equipment provided hereunder. Neither Customer nor any Customer Guest may use the Services in any manner that interferes with or impairs any Cox network, whether wired or wireless, Equipment or facilities. The Equipment may be used only for the purpose of receiving the Services. For Cox Internet services, bandwidth speed options may vary. Customer acknowledges and agrees that Customer and Customer's Guests may not always receive or obtain optimal bandwidth speeds and Cox network management needs may require Cox to modify upstream and downstream speeds.

2. Service Date and Term This Agreement shall be effective upon execution by the parties. Services shall be provided beginning on the Event Start Date and ending on the Event End Date, as described on the first page of this Agreement. Cox shall use reasonable efforts to make the Services available by the Event Start Date; provided, however, that Cox shall not be liable for any damages whatsoever resulting from delays in meeting any service dates due to delays beyond its reasonable control.

3. Customer Responsibilities Customer shall ensure that Customer and Customer's Guests use the Services in compliance with all applicable laws and ordinances, as well as applicable leases and other contractual agreements between Customer and third parties. If Customer is purchasing access codes enabling Customer or Customer's Guests to access the Internet, such individuals will be required to agree to the terms of a Cox end user license agreement before accessing the Internet. If Customer is purchasing bandwidth and itself controlling access to the Internet, Customer agrees to require all invididuals accessing the Internet to agree to the terms of an end user license agreement reasonably acceptable to Cox. Customer is responsible for ensuring that all Customer and Customer Guest equipment is compatible for the Services selected and with the Cox network.

4. Equipment Unless otherwise provided herein, Customer agrees that Cox shall retain all rights, title and interest to facilities and Equipment installed by Cox hereunder and that Customer shall not create or permit to be created any liens or encumbrances on such Equipment. Cox shall install Equipment necessary to furnish the Services to Customer. Customer shall not modify or relocate Equipment installed by Cox without the prior written consent of Cox. Customer shall not permit tampering, altering or repair of the Equipment by any person other than Cox's authorized personnel. For Cox-owned Equipment, Customer shall, at the expiration or termination of this Agreement, return the Equipment in good condition, ordinary wear and tear resulting from proper use excepted. In the event the Equipment is not returned to Cox in good condition, Customer shall be responsible for the value of such Equipment as provided on the first page of this Agreement, or if no such value is provided, for the replacement cost of such Equipment. Cox shall repair any Equipment owned by Cox at no charge to Customer provided that damage is not due to the negligence or intentional misconduct of Customer. If additional equipment not listed on the first page of this Agreement, including but not limited to, televisions, monitors, computers, circuits, software or other devices, are required by Customer to use the Services, Customer shall be responsible for such equipment.

5. Resale of Service Neither Customer nor any Customer Guest may resell any portion of the Services to any other party.

6. Default If Customer or any Customer fails to comply with any material provision of this Agreement, including, but not limited to failure to make payment as specified, then Cox, at its sole option, may elect to pursue one or more of the following courses of action upon proper notice to Customer as required byapplicable law: (i) terminate service whereupon all sums then due and payable shall become immediately due and payable, (ii) suspend all or any part of Services, and/or (iii) pursue any other remedies, including reasonable attorneys' fees, as may be provided at law or in equity, including the applicable termination liabilities.

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10.WARRANTIES EXCEPT AS PROVIDED HEREIN, THERE ARE NO AGREEMENTS, WARRANTIES OR REPRESENTATIONS, EXPRESS OR IMPLIED, EITHER IN FACT OR BY OPERATION OF LAW, STATUTORY OR OTHERWISE, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE, RELATING TO THE SERVICES. SERVICES PROVIDED ARE A BEST EFFORTS SERVICE AND COX DOES NOT WARRANT THAT THE SERVICES, EQUIPMENT OR SOFTWARE SHALL BE ERROR-FREE OR WITHOUT INTERRUPTION. COX MAKES NO WARRANTY AS TO TRANSMISSION OR UPSTREAM OR DOWNSTREAM SPEEDS OF THE NETWORK.

11. INDEMNITY Both parties shall indemnify and hold each other and its respective affiliates, subcontractors, employees and agents harmless (including payment of reasonable attorney's fees) from and against any claims, actions or demands relating to or arising out of each parties use of the Service including without limitation (i) any content or software displayed, distributed or otherwise disseminated by Customer, its employees, or Customers or (ii) any malicious act or act in violation of any laws committed by Customer, its employees or Customers.

12. Viruses, Content, Customer Information Software or content obtained from the use of Service may contain viruses or other harmful features and Customer is solely responsible for protecting Customer and Customer's guests' networks, equipment and software through the use of firewalls, anti-virus, and other security devices. Through the use of the Service, Customer may obtain or discover content that is offensive or illegal and Customer assumes the risk and is solely responsible for its access to such content. Cox may disclose Customer information to law enforcement or to any Cox affiliate. Cox may delete any Internet traffic or e-mail that contains a virus. If Customer operates a wireless local access network in connection with the Services, Customer is solely responsible for the security of its network.

13 Public Performance If Customer engages in a public performance of any copyrighted material through use of the Services provided under this Agreement, the Customer, and not Cox, shall be responsible for obtaining any public performing licenses. Any Video Service that Cox provides under this Agreement does not include a public performance license.

14. Regulatory Authority-Force Majeure This Agreement and the obligations of the parties shall be subject to modification to comply with all applicable laws, regulations, court rulings, and administrative orders, as amended. In no event shall either party have any claim against the other for failure of performance if such failure is caused by acts of God, natural disasters including fire, flood, or winds, civil or military action, including riots, civil insurrections or acts of terrorists or the taking of property by condemnation.

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HANGING SIGN OVERHEAD RIGGING

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

SIGN ASSEMBLY/DISMASSEMBLY LABOR

Please indicate who will be supervising ASSEMBLY:

○ **Shepard Supervision** ○ **Exhibitor Supervised**

Please indicate who will be supervising DISASSEMBLY:

○ **Shepard Supervision** ○ **Exhibitor Supervised**

SIGN ASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69150		ST	112.50	146.25	$
69151		OT	168.75	219.40	$
69152		DT	225.00	292.50	$

SIGN DISASSEMBLY LABOR

Code	Est Total Hours	Item	Discount	Regular	Amount
69153		ST	112.50	146.25	$
69154		OT	168.75	219.40	$
69155		DT	225.00	292.50	$

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

Sup install: 68069 Sup dismantle: 68073

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

Total Estimated Assembly/Dismantle: $

N/A Tax*: $

Estimated Amount Due: $

Date of Assembly: _____ **Start Time** _____

Date of Disassembly: _____ **Start Time** _____

Completion Time: _____ **Number of Laborers** _____

Completion Time: _____ **Number of Laborers** _____

Please Note: Shepard Certified Riggers are required to assemble all hanging signs to ensure structural integrity.
Any signs that are not assembled by approved Shepard Certified Riggers are subject to an inspection fee.

OVERHEAD RIGGING CREW

RIGGING INSTALLATION

Code	Est Hours	Discount	Regular	Amount
69156		529.00	687.70	

RIGGING REMOVAL

Code	Est Hours	Discount	Regular	Amount
69157		529.00	687.70	

Date of Install:_____ **Start Time:**_____

Date of Removal:_____ **Start Time:**_____

*If additional crew or Labor is needed, additional charges may apply.

Total Estimated Install/Removal: $

N/A Tax*: $

Estimated Amount Due: $

Rates are per lift and crew (up to 3 riggers) per hour. One hour minimum per lift/crew - lift/crew thereafter is charged in 1/2 increments.

***Please Note:** Shepard will process requests for rigging in the order they are received and will make all attempts to honor requested start times.

Should hanging sign or supervision not be present at time the crew arrives a 1 Hour Crew Minimum charge will be applied.

Must order by discount deadline date to receive advance pricing.

Additional charges will apply for additional supplies required to ensure structural integrity of overhead sign.

REQUESTED DATE, TIME & SUPERVISION

Please indicate below who will be present to supervise sign assembly and installation:

☐ Shepard Supervision ☐ Exhibitor Supervision ☐ Display House (EAC)

If Shepard Supervision is required, please request date and time:

Assembly: Date: _____ Time: _____

Install: Date: _____ Time: _____

Dismantle: Date: _____ Time: _____

Please complete the following:

Subtotal: $

N/A Tax*: $

Amount Due: $

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written notice 48-hours prior to move-in will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

OVERHEAD RIGGING EQUIPMENT

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Exhibit Solutions Phone: (702) 507-5278

Exhibit Solutions Fax: (702) 948-0341

Exhibit Solutions Email: lasvegas@shepardes.com

RIGGING GUIDELINES

- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- All overhead rigging/hanging must be assembled, installed, and removed by Shepard Exposition Services certified riggers.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance. Please submit with form or via email.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.

MISCELLANEOUS EQUIPMENT

Code	QTY	Item	Discount	Regular	Amount
69017		One Ton Hoist/Chain Motor	425.00	637.50	
69016		Half Ton Hoist/Chain Motor	375.00	562.50	
69101		1/4 Ton Hoist/Chain Motor	225.00	337.50	
69019		Rotating Motor 500 LB Limit	400.00	600.00	
69020		Rotating Motor 200 LB Limit	225.00	337.50	

☐ Rotate Clockwise

☐ Rotate Counterclockwise

Code	QTY	Item	Discount	Regular	Amount
6909415		12" Silver Box Truss (Per FT)	20.00	30.00	
6909406		12" Black Box Truss (Per FT)	20.00	30.00	
		Truss Details (QTY/Size)			
6903815		12" Silver Corner Block	75.00	112.50	
903806		12" Black Corner Block	100.00	150.00	
70067		Design Fee (Hourly)	125.00	162.50	

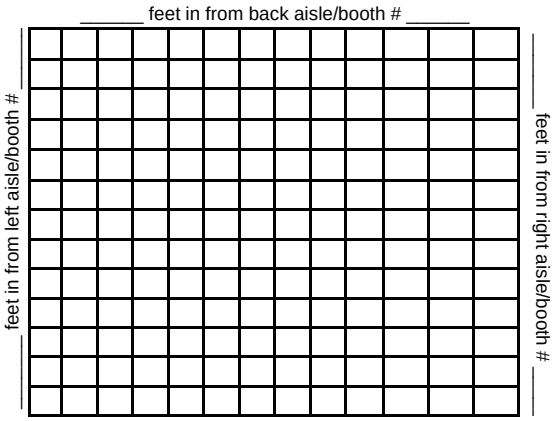
Additional Equipment and Supplies may be ordered and will be available onsite to use as needed to ensure structural integrity of the sign.

For further information, to request a design/scaled plot, or to place additional orders please contact Shepard's Exhibit Solutions Sales Department at:

ESSRentals@shepardes.com

PLACEMENT DIAGRAM

Please use the diagram below to illustrate the placement of your hanging sign(s), motors and/or truss.



SIGN DESCRIPTION, SIZE & WEIGHT

For all hanging signs (excluding banners), please provide detailed drawing (DWG or PDF if available) so hanging anchor points can be determined.

Type:	Shape:	Size:	
☐ Cloth	☐ Square	Height:	
☐ Wood	☐ Triangle	Length:	
☐ Metal	☐ Rectangle	Width:	
☐ Truss	☐ Other	Weight:	
☐ Other			

Additional Notes/Description:

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal:	$
8.100% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.

*** All tax rates are subject to change.**

HANGING SIGNS

Attention Getting ● High Visibility ● Great Branding

Easy ● Cost Effective Rental ● Durable Dye Sublimation Graphics

CIRCLE DESIGN			
Code	**Size**	**Discount***	**Regular**
69140	10' x 48"	4125.00	5775.00
69142	16' x 48"	6556.00	9178.40

SQUARE DESIGN			
Code	**Size**	**Discount***	**Regular**
69143	10' x 48"	5016.00	7022.40

TRIANGULAR DESIGN			
Code	**Size**	**Discount***	**Regular**
69144	10' x 48"	4059.00	5682.60

WAVE DESIGN			
Code	**Size**	**Discount***	**Regular**
69145	10' x 48" Single	1787.50	2502.50
69146	10' x 48" Double	2450.00	3430.00

EZ Ordering

All Kits Include:

- Dye sublimation printed fabric pillow case
- Rental frame
- Blockout liner
- Carrying case
- Basic harness
- Delivery to showsite
- Weighs under 75 pounds
- Rigging not included

Call today to order! 404-720-8652

- Additional shapes and sizes available
- Artwork requirements available

Discount deadline: Wednesday, August 19, 2015

Artwork, hanging sign order and payment authorization form must be received by the Discount Deadline to receive discount pricing.

Exhibit Solutions Phone: **404 - 720 - 8652**
Exhibit Solutions Fax: **404 - 720 - 8757**
Customer Service Email: ESSRentals@Shepardes.com
Event Code: L117000915

Mr. Olympia Weekend

September 18 - 19, 2015
Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must meet discount criteria above to receive discounted pricing. Payment Authorization must be completed and returned with order. Cancellations will only be accepted in writing 7 days prior to move-in if graphics have not been produced. Cancellations will not be accepted once graphic artwork has been submitted and approved for production.

HANGING SIGNS 101

Mr. Olympia Weekend

GUIDELINES AND SERVICE CONTRACTOR RESPONSIBILITIES

- Shepard Exposition Services certified riggers ONLY will be allowed in aerial lifts.
- Shepard Exposition Services employees are ONLY personnel allowed to operate mechanized equipment
- Shepard Exposition Services certified riggers must assemble and disassemble ALL overhead rigging
  *Overhead Truss
  * Attachment and removal of light fixtures for truss or signs
  * Assembly of hanging sign frame and graphics
  * Additional installation required for chain motors, span sets and other packages.
- Shepard Exposition Services certified riggers must install and remove ALL hanging materials that will be flown overhead.
- Exhibitors are REQUIRED to include hanging/setup instructions and orientation diagrams in advance.
- All ceiling rigging must conform to Show Management rules and regulations and facility limitations.
- Overhead hanging signs are to be sent in a separate container directly to the advance warehouse using the Advance Hanging Sign shipping label included in this manual. The container must arrive no later than advance warehouse deadline date. If these procedures are not followed, Shepard Exposition Services cannot guarantee the hanging of your sign and additional fees will apply.
- Structures weighing over 200 lbs. per point must have a rigging plot plan approved in advance.
- Electrical signs must be in working order and in accordance with the National Electrical Code. Electrical services must be ordered through the Electrical Service Provider (form included in manual).

CHECKLIST FOR ORDERING HANGING SIGNS

- ☐ **Submit Payment Authorization Form**
  (OR Third Party Payment Authorization if paying for this service on behalf of an exhibiting company)
- ☐ **Order Assembly Labor to have your sign built by Shepard Certified Riggers**
  (Fill out top section of the Hanging Sign Overhead Rigging Form)
- ☐ **Order Install and Dismantle for all Hanging Signs, Truss and Motors**
- ☐ **Order any necessary Chain Motors, Rotating Motors and Truss**
  (Remember to place separate electrical order to power any motors!)
- ☐ **Submit Diagrams with orientation, dimensions and placement for ALL materials that will be flown overhead.**
- ☐ **Package Hanging Sign(s) in a separate container from exhibit materials**
- ☐ **Label Hanging Sign(s) using the Hanging Sign Shipping Label from this service manual**
- ☐ **Ship Hanging Sign(s) to the Advanace Warehouse by:** **Wednesday, September 09, 2015**

Electrical Hanging Sign Labor Order Form

H-2

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS		BOOTH NUMBER
SHOWSITE CONTACT	**SHOWSITE CONTACT PHONE #**	**DATE/TIME OF ARRIVAL**	**CONTACT'S HOTEL (OPTIONAL)**

TSE IS RESPONSIBLE FOR ASSEMBLY, INSTALLATION, AND REMOVAL OF ALL HANGING SIGNS/TRUSS

- A crew will be assigned consisting of a lift with two riggers for aerial, non-electrical hanging signs.

Important Information & Rates

Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker and equipment.

The minimum charge for labor is one (1) hour per worker and equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE. TSE requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

High Lift w/Crew		**Discount**	**Regular**
High Lift	Code: 705300	$ 797.25	$ 996.75
Worker per Hour		**Discount**	**Regular**
Electrical, ST	Code: 705060	$ 118.75	$ 148.50
Electrical, OT	Code: 705060	$ 223.75	$ 279.75

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.
Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.
Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.
Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

To receive the Discount Price, You must complete and return Hanging Sign/Truss Order Form with the hanging sign instructions and the Payment & Credit Card Charge Authorization by August 25, 2015. The hanging sign must also arrive at the GES warehouse by August 25, 2015 to receive the Discount Price and to ensure that the sign is hung prior to show opening. There is no guarantee that your sign will be hung if it is not received by August 25, 2015. By sending us this information and shipping the sign in advance, you will help assure your sign is properly assembled and installed.

Please Indicate Service

Supervision Information:
- *Indicate workers needed for installation **and** dismantling.*
- TSE assumes no liability for loss, damage or bodily injury arising out of the installation and/or dismantling of Exhibitor's property by TSE provided union labor. Exhibitor assumes the responsibility and any liability arising therefrom, for the work performed by union labor under Exhibitor's supervision. Exhibitors must stay clear during movement of freight.

Include engineer-stamped assembly and hanging instructions with the order. TSE accepts no liability for any work completed without such instructions, when required. Work is done at Exhibitor's risk and Exhibitor shall indemnify and defend TSE**.** and Show Organizer from any claims and/or bodily injuries arising out of or related to the installation or dismantle of any sign without approved drawings.

LOCATION OF SIGN / DIMENSION OF TRUSS: Use the H-3: Booth Layout Form to represent your booth and indicate from each boundary how you would like your sign/truss placed.

Type of Sign (Select one sign type per order)
☐ Banner ☐ Structural Signage ☐ Systems

Shape of Sign (Select one sign type per order)
☐ Square ☐ Rectangle ☐ Triangle
☐ Circle ☐ Other _____

Dimensions & Weight of Sign
Width_____ Length_____ Height_____ Weight_____lbs
#_____ Structural Pick Points: # of Pounds _____ at each point
Number of Feet from Floor to Top of Sign (Must be compliant with Show Rules & Regulations _____ Feet
Is Your Sign Electrical? if yes, order power requirements on the Electrical Services Order Form (E-2) in this manual. If sign weighs over 300 lbs, it must be installed by TSE.

☐ Yes ☐ No

Does Your Sign Require Assembly? If yes, TSE will assemble your sign prior to hanging. See Hanging Sign/Truss Information.

☐ Yes ☐ No

Place Order Here

TOTAL # OF HOURS	*X* *TOTAL # OF LIFT W/CREW*	*X* *LABOR RATE*	*=* *TOTAL*

I agree in placing this order that I have accepted TSE payment Policy and TSE Terms & Conditions of Contract.
Authorized Signature - Please Sign:

A.	Payment Enclosed	$

X	AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of workers and hours per worker needed for installation and dismantling above. Invoice will be calculated according to actual hours worked, relative to the original estimate and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Stagehand Labor Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

SHOWSITE CONTACT	SHOWSITE CONTACT PHONE #	DATE/TIME OF ARRIVAL	CONTACT'S HOTEL (OPTIONAL)

Important Information & Rates

All exhibit labor for 8:00 AM starting times will be dispatched to booth space. Confirm labor and equipment by 2:30 PM the day before date requested. Please have a representative pick up the crew at the labor desk and supervise the work to be done. Please have an authorized representative in booth to supervise the work to be done and sign the work order upon completion. Equipment and labor cancelled without a 24 hour notice shall be charged a one (1) hour cancellation fee per worker. If Exhibitor fails to use the workers and equipment at the time confirmed, a four (4) hour "Not Ready" charge per worker will apply. Dismantling will be billed after the show close.

The minimum charge for labor is four (4) hour per worker and one (1) hour minimum charge for equipment. Labor thereafter is charged in half (½) hour increments per worker and equipment. **Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by TSE**. GES requires the highest standards of integrity from all employees. Please call our confidential Always Honest hotline at 866.225.8230 to report fraudulent or unethical behavior. All rates are subject to change if necessitated by increased labor and material costs.

LABOR RATES ARE AS FOLLOWS:

Worker per Hour		Discount	Regular
High Rigger, ST	Code: 705070	$ 112.25	$ 140.25
High Rigger, OT	Code: 705070	$ 224.50	$ 280.25
Ground Rigger, ST	Code: 705071	$ 112.25	$ 140.25
Ground Rigger, OT	Code: 705071	$ 224.50	$ 280.25
Theatrical Stage Electric, ST	Code: 705080	$ 112.25	$ 140.25
Theatrical Stage Electric, OT	Code: 705080	$ 224.50	$ 280.25
Projectionist, ST	Code: 705090	$ 112.25	$ 140.25
Projectionist, OT	Code: 705090	$ 224.50	$ 280.25
AV Technician, ST	Code: 705091	$ 112.25	$ 140.25
AV Technician, OT	Code: 705091	$ 224.50	$ 280.25
Sound Technician, ST	Code: 705092	$ 112.25	$ 140.25
Sound Technician, OT	Code: 705092	$ 224.50	$ 280.25
Programmer, ST	Code: 705093	$ 112.25	$ 140.25
Programmer, OT	Code: 705093	$ 224.50	$ 280.25

Equipment w/Crew		Discount	Regular
Scissor Lift	Code: 705301	$ 322.50	$ 415.50
Condor	Code: 705302	$ 612.50	$ 765.00

- GES needs an engineered print of all truss and lighting rigging, including rigging point loads per our facility agreement. To receive discount pricing, GES must receive a suitable drawing by the discount deadline date. Failure to provide an engineered print with load prior to discount deadline date may delay your move-in date.
- GES maintains jurisdiction over the installation, operation and dismantling of all electrical equipment, including: audio, projection and studio lighting, including television cameras, monitors and plasmas, lighting control systems and dimming system, ground support and flown trussing including rigging of electrical chain hoist and all items fastened to the truss. During show days all programming and standby will be done through GES Stagehands. Exceptions reviewed by management.
- Exhibitors may be charged to transfer the individual rigging plan to the overall facility plan for approval at the hourly programmer rate. (facility requirement).
- Time must be allowed for workmen to gather necessary tools from the labor desk, have the work checked by the exhibitor and return tools to the labor desk.
- For Pre Rigging: email us at lvrigging@ges.com
- Short Turn: one (1) straight time, and one (1) overtime hour at prevailing rates for any worker requested to return, by exhibitor, without an 8 hour break.

Straight Time: Monday through Friday from 8:00 AM to 5:00 PM.
Straight time rates are based on a 1 hour lunch break. Management reserves the right to charge overtime rates at 4:30 PM if a 30 minute lunch is taken.

Overtime: All other times Monday through Friday. All day Saturday, Sunday & Holidays.

Discount Rate: Rate applies to orders placed on or before the above Discount Deadline Date.

Regular Rate: Rate applies to orders placed after the above Discount Deadline Date.

A full line of accessories and custom systems are available.
Please email lvrigging@ges.com for more information

Please Indicate Service

Projection Equipment:
Type:_____ Qty_____
Mounted To:
☐ Wall or Structure ☐ Ground -Supported truss ☐ Suspended truss ☐ Other:_____

Video Walls:
☐ Monitor on suspended truss ☐ Monitor Connected to cameras ☐ LED
☐ Power Requirements for wall Will a forklift be required: ☐ Yes ☐ No

Lighting - Dimmable/Programmable:
☐ Robatic/LED and or moving lights ☐ Theatrical lighting ☐ Lekos ☐ Parcans
☐ Fresnels ☐ Studio and motion picture lights ☐ Other: _____

Speakers/Sound Equipment:
Size:_____Qty_____
Mounted To:
☐ Wall or Structure ☐ Ground -Supported truss ☐ Suspended truss ☐ Other:_____

Place Order Here

LABOR TYPE	SCHEDULE DATE(S)	SCHEDULE START TIME	SCHEDULE END TIME	TOTAL # OF HOURS	X	TOTAL # OF CREWS	X	LABOR RATE	=	TOTAL
		AM PM	AM PM							
		AM PM	AM PM							
		AM PM	AM PM							
		AM PM	AM PM							

I agree in placing this order that I have accepted GES payment Policy and GES Terms & Conditions of Contract.

A. Total Labor Ordered	$
B. Payment Enclosed	$

Authorized Signature - Please Sign: X

EXHIBITOR'S STAGEHAND COMNTACT NAME & PHONE NUMBER	AUTHORIZED NAME - PLEASE PRINT	DATE

Please estimate the number of workers and hours per worker needed for installation above. Invoice will be calculated according to actual hours worked, relative to the original order and based upon the date received. Additional labor required will be calculated and invoiced at the show site rate.

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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Electric Chain Hoist and Truss Order Form

RETURN WITH G-2: PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM TO:
Global Experience Specialists, Inc. (GES) • 7000 Lindell Road, Las Vegas, NV 89118-4702 • Fax: 866.329.1437 or 702.263.1520 for international exhibitors

All orders are governed by the GES Payment Policy and GES Terms & Conditions of Contract as specified in this Exhibitor Services Manual.

Mr. Olympia

Las Vegas Convention Center
September 18 - 19, 2015

Discount Deadline Date:
August 25, 2015

COMPANY NAME	EMAIL ADDRESS	BOOTH NUMBER

Price List

ITEM#	DESCRIPTION	DISCOUNT PRICE	REGULAR PRICE
	CM Lodestar Chain Hoists		
702133	Hoist, Electric Chain, 1 TON	**$ 574.25**	$ 861.25
702132	Hoist, Electric Chain, 1/2 TON	**$ 574.25**	$ 861.25
	Motor Outlet		
	One motor outlet is required for every chain hoist or rotating motor in-booth.		
609108	Motor Outlet	**$ 114.75**	$ 169.50
	Rotating Motors		
609107	Rotating Motor 100#	**$ 154.75**	$ 171.25
609106	Rotating Motor 250#	**$ 201.25**	$ 369.25
609105	Rotating Motor 500#	**$ 335.50**	$ 503.00
	Tomcat Aluminum Truss		
608131	Truss, 12" Box, Black, Per Foot	**$ 21.65**	$ 32.50
608132	Truss, 12" Box, Silver, Per Foot	**$ 21.65**	$ 32.50
608135	Truss, 12" Corner Block, Black	**$ 124.25**	$ 187.00
608136	Truss, 12" Corner Block, Silver	**$ 124.25**	$ 187.00
608133	Truss, 20" Box, Black, Per Foot	**$ 21.65**	$ 32.50
608134	Truss, 20" Box, Silver, Per Foot	**$ 21.65**	$ 32.50
608138	Truss, 20" Corner Block, Black	**$ 124.25**	$ 187.00
608137	Truss, 20" Corner Block, Silver	**$ 124.25**	$ 187.00

Sign and/or truss points exceeding 300 lbs. at the Las Vegas Convention Center will require a hoist.

Order your chain hoists and truss through TSE and save transportation and freight charges, as well as costly downtime. Hoists include: transportation charges, and drayage fees. When ordering your hoists and/or truss directly from TSE, we will install on straight time prior to your arrival, if possible.

TSE is responsible for assembling and hanging all truss. However, your company may have a representative available at the time of installation. If no one is present at the pre-arranged time, TSE will install your truss on your behalf with TSE supervision. TSE will operate all lifts.

Delivery and rental is included in price. Motor outlets are not included with hoists or rotators.

Cancellation Policy: Items cancelled will be charged **50%** of original price after move-in begins and **100%** of original price after installation

Please Indicate Choice

Hoists being used for hanging sign?

☐ Yes ☐ No

TSE needs a final engineered drawing of all truss and lighting by August 25, 2015. Failure to provide a final engineered drawing with pick points and weights may delay your move-in date and increase exhibitor cost. Any changes or additions made to your engineered drawing after August 25, 2015 will be billed at regular rates for the entire rebuild.

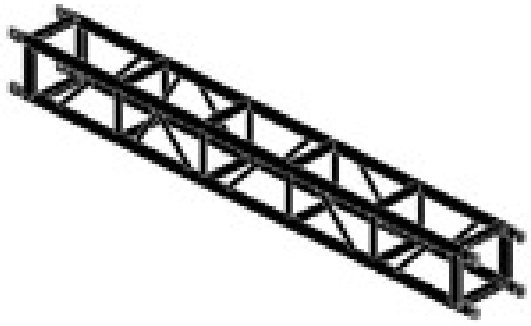
Place Order Here

ITEM#	DESCRIPTION	PRICE	QUANTITY	TOTAL PRICE
				$
				$
				$
A.	Payment Enclosed			$

I agree in placing this order that I have accepted TSE payment Policy and TSE Terms & Conditions of Contract.

Authorized Signature - Please Sign: X

AUTHORIZED NAME - PLEASE PRINT	DATE



A full line of accessories and custom systems are available. Please email lvrigging@ges.com for more information.

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Need Assistance?

Toll Free: 800.475.2098 | Tel: 702.515.5970 | www.ges.com/chat

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SIGN ORDER FORM

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

Shepard Exposition Services

5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

SIGNS, BANNERS AND ACCESSORIES

Code	Qty.	Description	Discount	Regular	Amount
Standard Foamcore Signs, Single-sided					
70009		Vertical, 22" x 28"	152.40	198.10	
70010		Horz., 22" x 28"	152.40	198.10	
70011		Vertical, 28" x 44"	232.25	301.95	
70012		Horz., 28" x 44"	232.25	301.95	
70025		Meterboard, 39" x 90.75"	469.95	610.95	
Accessories					
70017		Blank Foamcore, 4'x 8'	41.45	53.90	
70021		Velcro, per ft, min. 5 ft.	2.75	3.60	

Code	Qty.	Description	Discount	Regular	Amount
Vinyl Banners with Digital Printing					
70065		grommets, per sq. ft.-Vertical	19.35	25.15	
70071		grommets, per sq. ft. - Horizontal	19.35	25.15	
70066		Pockets, per sq. ft. - Vertical	20.80	27.05	
70072		Pockets, per sq. ft.- Horizontal	20.80	27.05	

Replacement ID Sign - Cardstock					
70004		7" x 44" Horz.	32.10	41.75	

Sign prices are based on customer supplying print-ready graphics in the requested format (see below).

Please complete the following:

Company Name:		**Booth #:**		Subtotal	$
Contact Name:		**Phone #:**		8.100% Tax*:	$
				Amount Due:	$

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.

Graphic files/requests must be received by discount deadline date to qualify for discounted prices.

There are no exchanges or refunds once sign has been ordered and processed.

*** All tax rates are subject to change.**

SIGN SUBMISSION INFORMATION

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

File Submission Media

~ CD-ROM

~ Email attachment (4 mgs or smaller only)

~ FTP (.zip compression), call for FTP information

When sending disks, please label them with the following:

Exhibitor Co. Name, Booth #, Show Name, Show Date

Artwork Dimensions & Color Specifications

~ All artwork submitted should be created at 100% actual size or in 10% reduction increments (please indicate scale used)

~ Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

Acceptable Software & Formats

~ Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat

~ Files should be formatted in high-resolution quality, 100-300 dpi

~ Vector-based artwork preferred with fonts converted to outline

Other Graphic Services Available

~ Artwork/graphic design serivces (70067)

~ Logo reproduction (70052)

~ Special artwork mounting (70069)

Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.

UNION LABOR
Nevada is NOT a "right-to-work" state. The installation and dismantling of prefabricated displays comes under the jurisdiction of the Teamster union. Union Labor is available to assist in the installation and dismantling of exhibit booths. Exhibit labor, freight and rigging labor, electricians and plumbers can be arranged for at established rates, using the enclosed order forms.

EXHIBIT LABOR JURISDICTION
Teamster union exhibit labor claims jurisdiction for the installation, dismantling, and first cleaning of prefabricated exhibits and displays. However, exhibitors may set up their own exhibit display if one person can accomplish without the use of hand tools. The Union's jurisdiction does not cover the placement of your products on display, the opening of cartons containing your products, nor the performance, testing, maintenance or repairs of your products.

Exhibitors are not permitted to use tools of any type (screwdrivers, hammers, electric drills, power saws, etc) on booths of any size.

When union labor is required, you may provide your company personnel to work along with a union installer on a one to one basis. . All company working personnel must have proof of employment with the said exhibiting company. If the exhibiting company chooses to hire an EAC for install or dismantle they are required to use local union members.

MATERIAL/FREIGHT HANDLING JURISDICTION
The Teamsters have jurisdiction over all unloading and reloading of materials. The union also has jurisdiction over the operation of all material handling equipment – this includes all dollies and hand trucks. It also has the jurisdiction of the unloading, uncrating, unskidding, leveling, painting and assembly of machinery and equipment as well as the reverse process.

An exhibitor may "hand carry" material provided they do not use any material handling equipment to assist them. When exhibitors choose to hand carry material, they may not be permitted access to the loading dock/freight door areas. Items must be carried by hand, by one person.

GRATUITIES /BREAKS
Tipping is expressly prohibited. This includes such practices as giving money, merchandise, or other special consideration for services rendered. Do not give coffee breaks other than mid-morning and mid-afternoon, when the union has a 15 minute paid break. Meal breaks are one hour. Any attempt to solicit a gratuity by an employee for any service should be reported immediately to Shepard Exposition Services.

IN GENERAL
Exhibitors do not have to respond to grievances or complaints from union and trade personnel with respect to work jurisdictions. Please refer all such disputes and/or questions to Shepard management personnel immediately.

SAFETY
Safety of everyone working in the hall is of our utmost concern at all times. Standing on chairs, tables and other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Shepard Exposition Services cannot be held responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form included in this manual and the necessary ladders and tools will be provided.

LABOR ORDER FORM

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

INSTALLATION & DISMANTLING LABOR ESTIMATE AND QUESTIONNAIRE

Please complete the following:

How many laborers will you require? _____ Installation _____ Dismantling

Date of installation: _____ Requested start time: _____ Est. Hours _____

Date of dismantling: _____ Requested start time: _____ Est. Hours _____

I will need Shepard Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Sup. Fee	Amount
Shepard Supervised Labor (Exhibitor not present)						
68066		ST	90.00	117.00	30% **	
68067		OT	135.00	175.50	30% **	
68068		DT	180.00	234.00	30% **	

****Supervisory fee is 30% of total cost or $60, whichever is greater.**

I will need Exhibitor Supervised Labor for (please check one):

○ Installation ○ Dismantling ○ Both Install/Dismantle

Code	Qty.	Item	Discount	Regular	Amount
Exhibitor Supervised Labor					
68060		ST	90.00	117.00	
68061		OT	135.00	175.50	
68062		DT	180.00	234.00	

Dismantle: 68063/68064/68065

Sup install: 68069 Sup dismantle: 68073

Please note - when ordering dismantle labor, due to show break down and returning empties to your booth, labor ordered through Shepard at the close of the event may not be available until one hour after show close.

Labor Hours

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

If you are shipping carpet to the show and require Shepard to install it for you, please complete the following:

Exhibitor-Owned Carpet Installation/Dismantling					
68080		SQ. FT.	1.00	1.30	
68079		MINIMUM	180.00	234.00	

Booth size: _____ ft. x _____ ft. = _____

Carpet install date/time: _____

Please note:
- Hours are based on estimates, you will be invoiced for actual time incurred.
- Requested times are not guaranteed and are based on availability.
- Minimum one hour will be charged. Additional time will be billed in in half-hour increments.

Subtotal $
N/A Tax*: $
Amount Due: $

SHEPARD SUPERVISION INFORMATION

Please complete this section if you have chosen Shepard to supervise your installation and/or dismantling.

Inbound Freight Information

Carrier Company Name: _____
# of pieces: _____ Weight of Shipment: _____
Is shipment? ☐ Crated ☐ Uncrated
Tracking/Pro #: _____
Estimated arrival date: _____
Shipment to arrive at: ☐ Warehouse ☐ Show site

Set-up Information for Installation

Please check all that apply and provide information where requested.

Booth Size: _____ x _____
Forklift required? ☐ Yes ☐ No
Carpet is? ☐ owned ☐ rented from Shepard
Carpet padding? ☐ Yes ☐ No
Drawings are? ☐ Faxed to Shepard ☐ Shipped w/exhibit crates

On-site Exhibitor Contact Information

Name: _____ Phone #: _____
Hotel: _____
Arrival date/time: _____
Departure date/time: _____

Outbound Freight Information

Carrier Company Name: _____
Deliver Shipment To: _____
Address: _____
City, ST, Zip: _____
Type of Service (air, van line, ground, etc.): _____

If for any reason your shipment is not picked up by your carrier, please choose one of the following options:

Force freight through preferred carrier: ☐
Send shipment back to Shepard warehouse: ☐ ($400 min. fee)

Services You Have Ordered

(please check all that apply)

☐ Electrical ☐ Furniture ☐ A/V Equipment
☐ Booth Cleaning ☐ Telephone/Internet

Electrical Information:

☐ Electrical should go under the carpet (diagram is attached)
☐ Electrical drawings are attached
☐ Electrical drawings are with exhibit in crate number
☐ Electrical drawings were sent to the official contractor

Please complete the following:

Company Name: _____ **Booth #:** _____
Contact Name: _____ **Phone #:** _____
Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.
Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.
Orders cancelled without written 48-hour notice will be charged a one (1) hour cancellation fee.
*** All tax rates are subject to change.**

GROUND RIGGING/FORKLIFT RENTAL

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
Customer Service Email: lasvegas@shepardes.com

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GROUND RIGGING FORKLIFT RENTAL

DO NOT USE THIS FORM FOR MATERIAL HANDLING SERVICES.

Please complete the following: # of pieces to be spotted _____ Heaviest piece to be spotted _____

Install Date/Time: _____ Dismantle Date/Time: _____ (times are not guaranteed)

Description of work to be performed: _____

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 5,000 LB CAPACITY					
35028		Straight-time Hourly Rental	242.50	315.25	
35039		Overtime Hourly Rental	298.75	388.50	
35067		Double-time Hourly Rental	355.00	461.50	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 10,000 LB CAPACITY					
35029		Straight-time Hourly Rental	485.00	630.50	
35049		Overtime Hourly Rental	597.50	776.75	
35069		Double-time Hourly Rental	710.00	923.00	

Code	Qty.	Item Description	Discount	Regular	Amount
FORKLIFT RENTAL - UP TO 20,000 LB CAPACITY					
35035		Straight-time Hourly Rental	727.50	945.75	
35066		Overtime Hourly Rental	986.25	1282.25	
35070		Double-time Hourly Rental	1065.00	1384.50	

CRANE RENTAL AVAILABLE UPON REQUEST

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM
OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM
DT - Double time: All other hours and holidays

PLEASE NOTE:

Rate structure includes forklift and (1) operator only.

Minimum crews are based on scope of work and area jurisdiction.

Additional labor and groundmen will be billed at the hourly rate.

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour notices will be charged a one (1) hour cancellation fee.

RIGGING LABOR RATES

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGING FOREMAN LABOR PER MAN HOUR					
35085		Straight-time Hourly Rate	112.50	146.25	
35086		Overtime Hourly Rate	168.75	219.40	
35099		Double-time Hourly Rate	225.00	292.50	

Code	Qty.	Item Description	Discount	Regular	Amount
RIGGERS AND MATERIAL HANDLERS PER MAN HOUR					
35087		Straight-time Hourly Rate	90.00	117.00	
35100		Overtime Hourly Rate	135.00	175.50	
35101		Double-time Hourly Rate	180.00	234.00	

PLEASE NOTE:

The minimum charge for labor and equipment is one (1) hour. Labor and equipment thereafter is charged in half (1/2) hour increments.

Orders cancelled without 24-hour written notice will be charged a one (1) hour cancellation fee.

Subtotal	$
N/A Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day.

*** All tax rates are subject to change.**

CARTLOAD MATERIAL HANDLING SERVICE

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Customer Service Phone: (702) 507-5278

Customer Service Fax: (702) 948-0341

Customer Service Email: lasvegas@shepardes.com

CARTLOAD SERVICE

Cartload service includes one laborer, one cart, one trip per rate listed below.

Code	# of trips	Item Description	Rate	Amount
ONE-WAY STRAIGHT TIME RATES				
35152		Booth to Dock - ST	100.00	
35151		Dock to Booth - ST	100.00	
ONE- WAY OVERTIME TIME RATES				
35154		Booth to Dock - OT	100.00	
35153		Dock to Booth - OT	100.00	
			Subtotal	$
			N/A Tax:	$
			Amount Due:	$

ST - Straight time: Monday-Friday, 8:00 AM - 4:30 PM

OT - Overtime: Monday-Friday, 4:30 PM - Midnight; Saturday/Sunday, 8:00 AM - 5:00 PM

DT - Doubletime: All other hours and holidays

CARTLOAD SERVICE RESTRICTIONS

Cartload services are provided to those exhibitors arriving in privately-owned vehicles and have small hand-carried items that need to be delivered to and from the dock/booth location.

If you arrive in a truck (such as a U-Haul, Penske, etc.) you will not qualify for this service.

All items must fit on flat bed cart (approximately 3'x4' in size). If items are designated by Shepard personnel to be too large or too heavy, materials will be billed at regular material handling rates.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

MOTORIZED UNIT/VEHICLE SPOTTING FEE

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MOTORIZED UNIT/VEHICLE SPOTTING FEE

As the Official General Service Contractor, Shepard Exposition Services is responsible for all motorized units/vehicles entering and exiting hall. Vehicles operated by exhibitors may be allowed on the exhibit hall floor for loading or unloading, if Shepard determines such activity to be operationally feasible and safe. All vehicles on the exhibit hall floor must be escorted by Shepard personnel. The Fire Marshal requires SES to verify that the following safety regulations are adhered to:

*Additional fees may apply if mobile spot cannot be driven into place and must be assisted or if scheduled mobile spot time is missed.

Less than 1/4 tank of gas

Battery disconnected

Gas tank taped shut

Qty:	Description	Surcharge Each Way	Total Amount
	Motorized Unit/Vehicle Spotting (35108)	$100.00	

Subtotal	
8.10% Tax	
Amount Due	

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Shepard Exposition Services is authorized to perform material handling services on behalf of the exhibiting company named above. Signature also indicates you have read and accept the Payment Policy and Terms and Conditions, sign and return to Shepard.

Shepard Exposition Services
5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118
Customer Service Phone: (702) 507-5278
Customer Service Fax: (702) 948-0341
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STORAGE AUTHORIZATION FORM

Mr. Olympia Weekend
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Please Note: This form is for Accessible/Secured Storage only.

STORAGE AUTHORIZATION

Please fill out the information below:

Company Name: _____ Booth #: _____

Contact Name: _____ Phone #: _____

- **For liability reasons, only shipments for which material handling drayage charges have been paid to Shepard will be eligible for Shepard storage services.**
- All packages must be properly packed & labeled. Shepard Exposition Services' limit of liability will be ***$5.00 per pound or $500.00 per package or container***, whichever is less. No uncrated material will be accepted at the warehouse.

SHOWSITE STORAGE

☐ **Secured Storage:** Materials will be placed into secured storage and will be returned to your booth after the close of the show. The materials will be accessible during the show by Shepard personnel only. A minimum one-hour material handling labor charge at show rates will apply each time material is handled to or from storage. There is no charge to return materials to your booth at the close of the show. **Secured storage rates are eighty (80) cents per square foot per day ($100.00 Minimum).**

(35400)

☐ **Accessible Storage:** Materials in accessible storage will be accessible during the show but not necessarily by exhibitors. The charge for Accessible Storage is a daily storage fee plus labor each time materials are moved. There will be a $35.00 per day charge for pallet/skid, $80.00 per day for 1/2 trailer usage and $120.00 per day for full trailer usage. When Shepard personnel are required to move materials into or out of storage, will be billed at the material handling labor rates each time material is moved. This fee is in addition to the labor charge each time stored items are accessed. **($100.00 Minimum)**
There will be no charge to return material to the booth at the close of the show during the standard empty return process. Accessible storage is not considered secure and is stored at the sole risk of the Exhibitor.

(35166)

POST SHOW TRANSPORTATION AND HANDLING

Shepard Exposition Services will store your shipments in our warehouse both before and after your event. Please take note of the important information below.

All shipments selected to be returned to warehouse are subject to applicable transportation and handling fees. Please note that Onsite Material Handling Fees do not include transportation or handling to and from the warehouse.

☐ **Return to Warehouse Service Fee:** At the customer's request, each shipment returned to the Shepard warehouse will incur the following charge: ***$20.00 per cwt. ($400.00 min.)*** *(35005)*

☐ **Storage per Month Service Fee:** Monthly storage is ***$10.00 per cwt per month ($100.00 min)***. Storage fee will automatically be charged for shipments that are returned to Warehouse and stored in excess of three (3) business days.
(Monthly storage is charged the current year.) (35006)

Special instructions or remarks:

Where will your shipments be going AFTER they have been stored?

☐ Shipped to another destination as arranged via Shepard Logistics Services

☐ Transport to another SES show: _____ Delivery Date: _____

☐ Pick-up arranged with another carrier

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order. There are no exchanges or refunds once item has been delivered to your booth. Cancellation must be received in writing 48 hours prior to first exhibitor move-in day. Rental items not ordered and found in use in your booth are subject to "Regular" rate billing.

* All tax rates are subject to change.

ARAMARK

AUTHORIZATION REQUEST
SAMPLE FOOD AND/OR BEVERAGE DISTRIBUTION

ARAMARK has the exclusive food and beverage rights within the Las Vegas Convention Center.
Organizations and/or their exhibitors may distribute sample food and/or beverage products only upon written authorization.

GENERAL CONDITIONS:

1. A certificate of liability naming ARAMARK as an additional insured **MUST** be submitted to ARAMARK at least five (5) business days prior to first day of the show. Please provide general liability ($1,000,000.00) and Workers Comp ($1,000,000.00).
2. Items dispensed are limited to products manufactured, processed or distributed by the exhibiting company.
3. All items are limited to SAMPLE SIZES and may be distributed from the exhibit location only.
   a) Non-alcoholic beverage samples, including energy drinks, are limited to a maximum three (3) ounce container and two (2) fluid ounces of product. Energy drinks **CANNOT** be mixed with alcohol under any circumstances.
   b) Alcoholic Beverages are limited to a maximum of two (2) ounces or ¼ ounce portion sizes determined by type of beverage being poured – exhibitor may also have to fill out an exhibitor agreement with show management when sampling alcohol.
4. Food items are limited to two (2) ounces or bite size portions.
5. Food and/or beverage items as traffic promoters (i.e., popcorn, coffee, bar service) **MUST** be purchased through ARAMARK.
6. Exhibiting firms who wish to dispense alcoholic beverages **MUST** ship product through ARAMARK. Appropriate storage & handling fees will be applied.
7. All alcoholic beverages must be served by a Nevada TAM-certified bartender. Any exhibitors planning to have their own personnel or temps/models dispensing alcohol will be required to have an Aramark bartender in attendance, show proof of Nevada TAM certification and proof of a current Southern Nevada Health District Health Card at least five (5) business days prior to the show.
8. If any heating or cooking of food products is to take place within the booth space an Application for Food Preparation within Exhibits form must be completed and returned to the LVCVA Convention Services Department at 702-892-2933.
9. Organizations and exhibitors distributing sample alcoholic beverages shall comply with all applicable federal, state and local liquor laws.

CONVENTION NAME: _____

COMPANY NAME: _____

BOOTH/ROOM #: _____

CONTACT NAME: _____

ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP** _____

PHONE: _____ **FAX:** _____ **EMAIL:** _____

PRODUCT TO BE SAMPLED: _____

PORTION SIZE: _____

PROPOSED METHOD OF DISTRIBUTION: _____

PURPOSE OF SAMPLING: _____

PLEASE NOTE:

If you require services from ARAMARK, such as storage of your product, ice, kitchen equipment or labor, please submit that request on our Labor & Equipment Order Form and return it to our offices along with this Sample Authorization Request. Your ARAMARK Sales Manager will contact you with any questions and will provide you with written confirmation of your order.

*****If you do not receive WRITTEN CONFIRMATION, CONTACT OUR OFFICES to ensure that your order was received.***

PLEASE COMPLETE THIS FORM IN ITS ENTIRETY AND RETURN TO:
ARAMARK Sports & Entertainment Services, LLC.
ATTN: Catering Sales Department
Las Vegas Convention Center
Phone (702) 943-6910 – Fax (702) 943-6911

HAND WASHING & SANITATION STATIONS

RETURN TO: ARAMARK Corporation - 3150 Paradise Road - Las Vegas, Nevada 89109 USA - Phone 702-943-6910 - Fax 702-943-6911

Show/Event Name		
Company		**Booth Number**
Address: Street	**City, State, Zip, Country**	
Phone	**Fax**	**E-mail**
Authorized Contact Signature	**Authorized Contact – Please Print**	
Date for Pickup:		

Hand Washing Station $25.00 +

Disposable station to include:

2.5 Gallons of Hot Water in Igloo Container, 1 Roll of Paper Towels, Hand Soap, Disposable Bucket.

Sanitation Station $25.00 +

Disposable station to include:

1 Bottle of Bleach or Sanitizing Liquid, Test strips, Red Plastic Bucket.

Hand Washing & Sanitation Station Combined $50.00+

****If sampling or food preparation (cutting any foods, or preparing any food) is done in the booth, you will need to have a hand washing station and a sanitation station.*****

Exhibitors will be required to pick up their handwashing and sanitation station from the retail location set up on your show floor. Payment will be accepted via credit card at this location.

ARAMARK

Credit Card Authorization Form

SHOW NAME: _____

COMPANY: _____

BILLING ADDRESS: _____

_____

TEL #: _____ **FAX #:** _____

EMAIL: _____

☐ **Company check used for initial deposit.**
Credit card to be used for reorders and the balance of bill.

☐ **Credit card to be used for all charges during the show and for any re-ordering on site.**

☐ **American Express** ☐ **Visa** ☐ **MasterCard**

CARDHOLDER'S NAME: _____

CREDIT CARD #: _____

EXPIRATION DATE: _____

SIGNATURE: _____

Customer agrees to pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

****A copy of the credit card front and back must accompany this form. ****

<u>Under no circumstances</u> will ARAMARK accept re-orders without a credit card on file.

<u>Under no circumstances</u> does ARAMARK take orders or credit card numbers over the phone. Customer must either fax or mail order with signature of cardholder.

Food Preparation & Labor Order Form

Please complete both sides of this form.

Show/Event Name:		
Company Name:		Booth Number:
Street Address:		
City, State, Zip Code:		
Business Number:	Fax Number:	Email Address:
On-Site Contact:		On-Site Contact Cell Number:

PLEASE SEND ALL CORRESPONDENCE TO:
ARAMARK Sales Department
Phone: 702-943-6910
Fax: 702-943-6911

GENERAL FOOD SHOW INFORMATION:

- ARAMARK will not accept any product until this paperwork has been submitted and approved.
- Please submit food sample authorizartion form along with this order form.
- Be sure to have a tracking number or something that will link you to your boxes in the event they are missing
- Contact your sales manager if you require a supply list.
- Storage, delivery and preparation is subject to availability.

SHIP ALL PRODUCTS TO:
ARAMARK
Las Vegas Convention Center
Door 3 c/o Your Sales Manager
3150 Paradise Road
Las Vegas, NV 89109
Receiving Hours 8:00 am – 4:00 pm ONLY

CLIENT TO LABEL EACH BOX AS FOLLOWS:

- **Dry, Frozen or Refrigerated Storage**
- **Contents of each box**
- **How many boxes are in the shipment i.e. 1 of 8**
- **Company Name, Show and Booth Number**

PAYMENT INFORMATION
Total Charges from Back Side of this Form
NOTE: Full payment must be received with your order.

TOTAL COST:

Storage:_____
Delivery:_____
Labor:_____
Ice:_____
Sub-Total:_____
19% Administrative Fee:_____
8.1% Sales Tax:_____

Grand Total:_____

COMPANY CHECK: _____
AMEX/VISA/MASTER CARD Number:_____ Exp. Date:_____

Cardholders Name:_____

Cardholder Signature:_____

Food Preparation & Labor Order Form

Please complete both sides of this form.

STORAGE: (Plus Tax Only) – Please Provide Detailed Shipping Slip
$100 per pallet per day

TYPE OF STORAGE	CONTENTS DESCRIPTION	# OF PALLETS	ARRIVAL DATE	SHIPPED VIA
□ Dry □ Refrigerated □ Freezer				
□ Dry □ Refrigerated □ Freezer				
□ Dry □ Refrigerated □ Freezer				

DELIVERY: (Plus Tax & Gratuity)
ARAMARK will deliver product to your booth at the time you designate for a $25 delivery fee per delivery.

DATE	TIME	PRODUCT QUANTITY	PRICE	TOTAL

LABOR: (Plus Tax Only)
Chef Preparation ($41.25/hour, 4-hour minimum)

- A chef is required if any food product requires preparation prior to delivery to your booth.
- Please attach **detailed** preparation instructions or recipes with this order form. Detailing cooking methods, cooking times and exact quantities.

Dishwasher ($41.25/hour, 4-hour minimum) + Delivery fees

- If wash stations are not provided by your show management ARAMARK can provide dishwashing service. Please contact your sales manager for further details.

Booth Server or Runner ($27.50/hour, 4-hour minimum)

- Booth Server: Attendant to set up and serve food and/or beverage exclusively in your booth.
- Runner: If you are unable to predetermine times of delivery throughout exhibit hours or if you have more than two deliveries daily, you may wish to hire an ARAMARK runner to exclusively deliver product to your booth throughout the day. Please note you will not be charged a delivery fee if you have a dedicated runner at your booth.

DATE	TIME	LABOR REQUIRED	TOTAL HOURS	PRICE	TOTAL

ICE & WATER COOLER ORDER FORM

RETURN TO: ARAMARK Corporation - 3150 Paradise Road - Las Vegas, Nevada 89109 USA - Phone 702-943-6910 - Fax 702-943-6911

Show/Event Name		
Company		**Booth Number**
Address: Street	**City, State, Zip, Country**	
Phone	**Fax**	**E-mail**
Authorized Contact Signature	**Authorized Contact – Please Print**	

Water Cooler Rentals

Cold Water Cooler **$35.00+ per day**

5 Gallon Jugs of Water **$26.00++ each**

Water coolers may be rented for the duration of the show, but will be removed 1 hour prior to show close on the final day to prevent damage or loss of unit. It is the responsibility of the Exhibitor to provide an electrical outlet for the cooler(s) rented. The Exhibitor is also responsible for any damage to the unit while it is in the booth or replacement cost if it is stolen.

Ice Delivery

20 lbs Bag of Ice **$25.00++ each, 2 Bag Minimum Per Delivery**

Lexan Rental **$15.00+ per day**

Clear plastic lexan tubs can be rented from ARAMARK for ice storage, if needed. A replacement fee of $25.00 per tub will be charged in addition to the rental fees if the tub(s) are not returned.

To ensure timely availability, all orders must be received 30 days prior to the start of the show. Orders received less than 30 days prior will be assessed a 10% late service fee.

****If more space is needed, please make copies of this form.****

Delivery Date & Time	Item	Quantity	Price	Total

	Subtotal	$
	Sales Tax (8.1%)	$
	Administrative Fee(19%)	**$**
	TOTAL	**$**

\+ Sales tax applicable only.

++ Sales tax & administrative fee applicable.

ARAMARK requires full payment in advance of all services. Payment may be made by company check, American Express, Visa or Mastercard. Please complete Credit Card Authorization Form.

ARAMARK

Credit Card Authorization Form

SHOW NAME: _____

COMPANY: _____

BILLING ADDRESS: _____

_____

TEL #: _____ **FAX #:** _____

☐ **Company check used for initial deposit.**
Credit card to be used for reorders & the balance of bill.

☐ **Credit card to be used for all charges during the show and**
For any re-ordering on site.

☐ **American Express** ☐ **Visa** ☐ **MasterCard**

CARDHOLDER'S NAME: _____

CREDIT CARD #:
EXPIRATION DATE: _____

BILLING ADDRESS OF
CREDIT CARD: _____

SIGNATURE: _____

Customer agrees to pay total charges as specified on the catering order(s) as well as applicable charges on additional items ordered on site.

****A copy of the credit card front and back must accompany this form. ****

<u>Under no circumstances</u> will ARAMARK accept re orders without a credit card on file.

<u>Under no circumstances</u> does ARAMARK take orders or credit card numbers over the phone. Customer must either fax or mail order with signature of cardholder.

Mr. Olympia Weekend

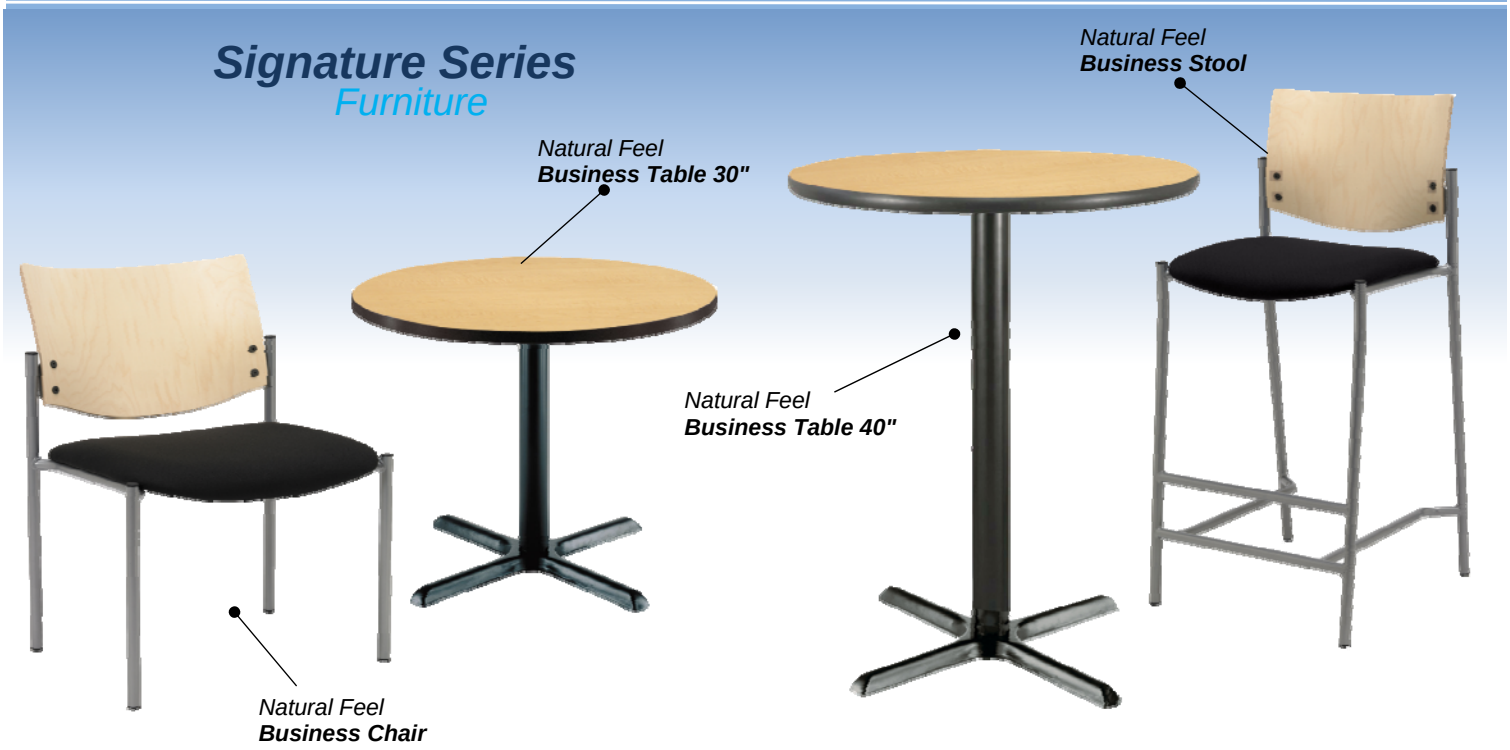
Convention Center, South Hall - Las Vegas, Nevada | September 18 - 19, 2015

(702) 507-5278 (702) 948-0341 lasvegas@shepardes.com

EVENT CODE: L117000915

DISCOUNT DEADLINE: August 19, 2015

Signature Series Furniture



6 Foot Fabric Table Cover w/ Table

Available Colors:

Promotional Furnishings

Lighting & Accessories

Natural Feel Furniture

	Qty.	Item	Discount	Regular	Amount
50704		Natural Feel Business Chair	138.00	179.40	
50705		Natural Feel Business Stool	168.00	218.40	
50706		Natural Feel Business Table 30"	282.00	366.60	
50707		Natural Feel Business Table 40"	294.00	382.20	

Natural Feel Accessories

	Qty.	Item	Discount	Regular	Amount
50709		Natural Feel Floor Lamp	150.00	0.00	
50710		Natural Feel Table Lamp	108.00	0.00	
50708		Natural Feel Waste Receptacle	66.00	0.00	

Fabric Table Covers (50700)

Qty.	Item	Discount	Regular	Amount
	White - Fabric Table Cover w/ Table	234.00	304.20	
	Red - Fabric Table Cover w/Table	234.00	304.20	
	Blue - Fabric Table Cover w/Table	234.00	304.20	
	Black - Fabric Table Cover w/Table	234.00	304.20	

Promotional Furnishings

	Qty.	Item	Discount	Regular	Amount
50713		Promotional Furnishings Table	*Call for Quote*		
50714		Promotional Furnishings Stool*	*Call for Quote*		

***Promotional Stools must be ordered 30 days prior to show**

All Signature Series Furnishings must be ordered 30 days before move in for availability.

Please complete the following.

Company Name: _____

Contact Name: _____

Booth Number: _____ Phone Number: _____

Total Signature Furnishings:	$
(9.250%) Tax*:	$
Amount Due:	$

Authorized Signature:

_____

Must order by discount deadline to receive discounted pricing. Payment authorization must be completed and returned with order.
*All tax rates are subject to change.

EXPO FURNISHINGS

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 28, 2015

Shepard Exposition Services

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TABLES - ALL DISPLAY TABLES ARE 24" WIDE

Choose drape color (place color code next to order):

Red (01)	Gold (04)	Burgundy (07)
Green (02)	Blue (05)	Grey (10)
White (03)	Black (06)	Teal (13)

SKIRTED TABLES

Code	Qty.	Color	Size	Discount	Regular	Amount
50042			4'L X 30"H	113.40	147.40	
50046			6'L X 30"H	142.05	184.65	
50050			8'L X 30"H	189.75	246.70	
50043			4'L X 42"H	139.90	181.85	
50047			6'L x 42"H	168.55	219.10	
50051			8'L x 42"H	189.75	246.70	
50052			4th Side 30"	56.20	73.05	
50171			4th Side 42"	56.20	73.05	

Tables are skirted 3-sided, must order 4th side for all sides to be draped on 6' and 8' tables.

UNSKIRTED TABLES

Code	Qty.	Size	Discount	Regular	Amount
50040		4'L X 30"H	77.10	100.25	
50044		6'L X 30"H	90.25	117.35	
50048		8'L X 30"H	108.50	141.05	
50041		4'L X 42"H	86.80	112.85	
50045		6'L x 42"H	108.50	141.05	
50049		8'L x 42"H	121.00	157.30	

RISERS - WOODEN PLANKING, 8" WIDE

DRAPED RISERS

Code	Qty.	Color	Size	Discount	Regular	Amount
50082			4'L X 6"H	63.60	82.70	
50084			6'L X 6"H	63.60	82.70	
50086			8'L X 6"H	75.40	98.00	
50083			4'L X 12"H	94.50	122.85	
50085			6'L x 12"H	117.65	152.95	
50087			8'L x 12"H	131.05	170.35	

UNDRAPED RISERS

Code	Qty.	Size	Discount	Regular	Amount
50076		4'L X 6"H	22.40	29.10	
50078		6'L X 6"H	31.55	41.00	
50080		8'L X 6"H	40.85	53.10	
50077		4'L X 12"H	43.55	56.60	
50079		6'L x 12"H	62.15	80.80	
50081		8'L x 12"H	76.05	98.85	

STANDARD SEATING

Code	Qty.	Item	Discount	Regular	Amount
50020		Side Chair	86.90	112.95	
50021		Arm Chair	66.80	86.85	
50024		Stool w/back	93.30	121.30	

STANDARD ACCESSORIES

Code	Qty.	Item	Discount	Regular	Amount
50091		Wastebasket	21.20	27.55	
50094		Floor Easel	41.35	53.75	
50245		Literature Rack	156.90	203.95	

Code	Qty.	Item	Discount	Regular	Amount
50175		Bag Rack	190.15	247.20	
50092		Coat Rack	67.50	87.75	
50093		Garment Rack	190.15	247.20	

Code	Qty.	Item	Discount	Regular	Amount
50427		Tensabarrier Stanchion	74.75	97.20	
50095		Sign Holder, 22x28	100.70	130.90	

SKIRTING OF EXHIBITOR EQUIPMENT-per linear ft.

Code	Qty.	Item	Discount	Regular	Amount
50058		Sateen Skirting	15.10	19.65	

Please select sateen color from below:

☐ Red (01)	☐ Gold (04)	☐ Burgundy (07)
☐ Green (02)	☐ Blue (05)	☐ Grey (10)
☐ White (03)	☐ Black (06)	☐ Teal (13)

Total Expo Furnishings:	$
8.100% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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SPECIALTY FURNISHINGS & ACCESSORIES

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SPECIALTY CHAIRS AND TABLES

36" Diameter
42" or 30" H

24" W x 18" H

	Qty.	Item	Discount	Regular	Amount
51086		Director's Chair	71.90	93.45	
51090		Director's Stool	128.65	167.25	
51089		Ped. Table,42"	188.95	245.65	
50032		Ped. Table,30"	188.95	245.65	
50030		Rnd Side Table	91.45	118.90	
50031		Sq. Side Table	91.45	118.90	

SHOWCASES

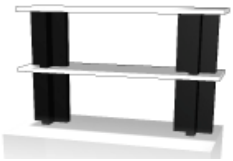
Full View

Quarter View

	Qty.	Item	Discount	Regular	Amount
50067		Full View 4'	716.70	931.70	
50068		Full View 6'	790.60	1027.80	
50069		Quarter View 4'	716.70	931.70	
50070		Quarter View 6'	790.60	1027.80	

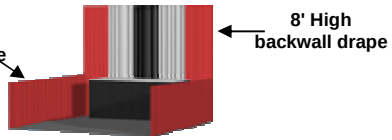
Standard Showcases are a gray finish.

MISCELLANEOUS ITEMS



	Qty.	Item	Discount	Regular	Amount
50185		Drawing Bowl	41.00	53.30	
50088		8' Upright	25.00	32.50	
50349		6'-10' Crossbar	16.75	21.80	
50350		8'-14' Crossbar	16.75	21.80	
50296		4' x 12" Display Riser *	77.10	100.25	
50297		6' x 12" Display Riser *	95.95	124.75	

** These display risers are stackable up to four (4) shelving units. It is also important to note that all risers will be delivered to your booth, but it is your responsibility to install them.*



GRID AND GRID ACCESSORIES

	Qty.	Size	Discount	Regular	Amount
50236		2'x8' w/legs, each	171.35	222.75	
50237		2'x8' w/o legs, each	128.40	166.90	
50242		7-Ball Waterfall	11.75	15.30	

Other accessories available, please call customer service for more information.

VELCRO TACK BOARD

50065

50061

50060

	Qty.	Item	Discount	Regular	Amount
50060		4' X 8' Horz.	232.05	301.65	
50061		4' x 8' Vert.	232.05	301.65	

SPECIAL DRAPERY BACKGROUNDS - Per linear foot

Must be approved by show management.

	Lin. Ft.	Item	Discount	Regular	Amount
50073		8' High	16.95	22.05	
50074		3' High	11.65	15.15	

Choose Color: **Minimum 4' panel rental required.**

☐ Red (01) ☐ Blue (05) ☐ Grey (10)

☐ White (03) ☐ Black (06) ☐ Burgundy (07)

Total Specialty Furnishings/Accessories:	$
8.100% Tax*:	$
Amount Due:	$

Please complete the following:

Company Name: _____ **Booth #:** _____

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http://www.shepardes.com/intro.asp

COMFORT SEATING/OTTOMANS

Qty.	Item	Discount	Regular	Amount
	Key West - Black			
	SOM	665.00	864.50	
	LSM	589.50	766.35	
	OCB	483.35	628.35	
	Heathrow			
	HEA08	838.30	1089.80	
	HS008	2199.35	2859.15	
	HCH08	653.50	849.55	
	HC008	703.90	915.05	
	Naples			
	NPLSOF	1056.70	1373.70	
	NPLCHR	737.50	958.75	
	NPLLOV	888.70	1155.30	
	Roma			
	CHR003	365.60	475.30	
	SFA003	560.60	728.80	
	Tangiers			
	TANSOF	838.30	1089.80	
	TANCHR	543.90	707.05	
	Miscellaneous Seating			
	SO1	754.10	980.35	
	BCW	908.45	1181.00	
	OCH	774.80	1007.25	
	SWAN	451.90	587.45	
	Ottomans			
	OTS	248.55	323.10	
	END02B	451.90	587.45	
	END02W	451.90	587.45	
	BNO08	519.10	674.85	
	BNO75	519.10	674.85	
	OTL	400.55	520.70	
	OTK	400.55	520.70	
	OTH	137.05	178.15	
	VIB02	95.45	124.10	
	OSC	144.55	187.90	

COCKTAIL, END TABLES & LAMPS

Qty.	Item	Discount	Regular	Amount
	Cocktail Tables			
	C1E	318.80	414.45	
	C1F	291.40	378.80	
	C1C	299.85	389.80	
	AURA	183.10	238.05	
	ETBL	224.95	292.45	
	NEMSAC	367.90	478.25	
	TMBTBL	216.70	281.70	
	COLI	175.75	228.50	
	End Tables			
	E1E	299.85	389.80	
	E1F	272.55	354.30	
	E1C	281.10	365.45	
	EOLI	165.00	214.50	

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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CONFERENCE TABLES

Qty.	Item	Discount	Regular	Amount
	Geo Tables - 29" High			
	CE2 (60"L)	486.75	632.80	
	CF2 (60"L)	469.65	610.55	
	CE1 (42"L)	335.90	436.65	
	CF1 (42"L)	318.80	414.45	
	Graphite Nebula - 29" High			
	CB2 (6'L)	524.50	681.85	
	CB3 (8'L)	635.85	826.60	
	CB1 (42"RND)	430.20	559.25	
	Mahogany - 29" High			
	CC6 (6'L)	486.75	632.80	
	CC7 (8'L)	599.85	779.80	
	CC8 (10'L)	954.60	1241.00	
	CC5 (42"RND)	427.75	556.10	
	Miscellaneous Conf. Table - 29" High			
	CG1 (42"RND)	346.20	450.05	

CONFERENCE CHAIRS & OCCASSIONAL CHAIRS

Qty.	Item	Discount	Regular	Amount
	Panton			
	OTO	514.15	668.40	
	SC9	226.25	294.15	
	Luxor - Black Leather			
	XC1	486.75	632.80	
	Altura - Black Crepe			
	XC6	375.35	487.95	
	XC5	413.10	537.05	
	Brewer			
	SC3	200.55	260.70	
	Miscellaneous Chairs			
	SC8	186.85	242.90	
	SC1	214.25	278.55	
	SC4	214.25	278.55	
	OCA	286.55	372.50	
	LABREA	519.10	674.85	
	MADGRY	535.50	696.15	
	PROEXE	468.70	609.30	
	RSTDIN	183.10	238.05	
	CH002	149.50	194.35	
	DUET	82.30	107.00	
	XCHR	132.70	172.50	
	SCE *	96.50	125.45	

**** The SCE chair is also available in green, white, and black. Please contact Shepard if you would like to order these colors.***

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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BAR TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 42" High			
	VTN	291.40	378.80	
	VTW	334.30	434.60	
	WTW	502.30	653.00	
	30" Round x 42" High			
	VTK	281.10	365.45	
	VTJ	281.10	365.45	
	VTG	310.80	404.05	
	VTC	281.10	365.45	
	WTJ	356.45	463.40	
	WTS	478.80	622.45	

**** These bar tables are available in a variety of colors. Please contact Shepard for more information.***

BARS

Qty.	Item	Discount	Regular	Amount
	Martini Bars - 47" High			
	BR1	1633.30	2123.30	
	BRC	4701.15	6111.50	

BAR STOOLS

Qty.	Item	Discount	Regular	Amount
	Banana - Chrome, 30" High			
	BST	287.95	374.35	
	BSS	287.95	374.35	
	Oslo - 30" High			
	BSD	299.95	389.95	
	BSC	299.95	389.95	
	Miscellaneous			
	BSL (29"H)	227.95	296.35	
	BSN (29"H)	323.95	421.15	
	BCE (32"H)	237.90	309.25	
	BS003	316.75	411.80	
	RSTSTL	166.30	216.20	
	ROLLRD *	267.10	347.25	
	ROLLGY *	267.10	347.25	

**** These barstools are also available in white and black. Please contact Shepard for more information.***

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

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CAFÉ TABLES

Qty.	Item	Discount	Regular	Amount
	36" Round x 29" High			
	ZTP	270.70	351.90	
	ZTN	270.70	351.90	
	ZTQ	330.00	429.00	
	XTP	365.00	474.50	
	XTN	365.00	474.50	
	XTR	478.80	622.45	
	30" Round x 29" High			
	ZTK	243.40	316.40	
	ZTJ	335.90	436.65	
	XTK	335.90	436.65	
	XTJ	335.90	436.65	
	XTS	451.90	587.45	
	ZTG	316.30	411.20	
	30MHSC	349.55	454.40	

ZTP - 36"
ZTK - 30"

ZTN - 36"
ZTJ - 30"

ZTQ - 36"

XTP - 36"
XTK - 30"

XTN - 36"
XTJ - 30"

XTR - 36"

XTS - 30"

ZTG - 30"

30MHSC

STACKING & UTILITY SEATING

Qty.	Item	Discount	Regular	Amount
	Stacking Chair, 37" High			
	CS8	130.25	169.35	
	CS9	130.25	169.35	
	Altura - Black Crepe			
	SY1	234.80	305.25	
	DF1	347.90	452.25	

CS8

CS9

SY1

DF1

PRODUCT DISPLAY, FILES, REFRIGERATORS, & TRAINING ROOM FURNITURE

Qty.	Item	Discount	Regular	Amount
	Product Display			
	PDL	531.40	690.80	
	PMB36	281.20	365.55	
	PMB42	331.40	430.80	
	BC6	401.00	521.30	
	BC7	392.50	510.25	
	ET2	401.00	521.30	
	Training Room			
	JD6	605.60	787.30	
	Lateral Files			
	L26	497.05	646.15	
	L27	469.95	610.95	
	Refrigerator			
	R1Q	327.40	425.60	

PEDESTALS	COLOR	SIZE
PDL	Black	24"Lx24"Dx42"H
PMB36	Black	24"Lx24"Dx36"H
PMB42	Black	24"Lx24"Dx42"H

PDL

PMB36 & 42

BC6

BC7

ET2

JD6

L26

L27

R1Q

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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LIGHTED PRODUCTS & LAMPS

Qty.	Item	Discount	Regular	Amount
	Lighted Ottoman & Table			
	CUBL20	259.55	337.40	
	CUBTBL	259.55	337.40	
	Lamps			
	LA15	155.70	202.40	
	LA14	105.45	137.10	
	Lighted Pedestals			
	PDL36W	603.10	784.05	
	PDL42W	720.70	936.90	
	PDL36B	603.10	784.05	
	PDL42B	720.70	936.90	

CUBL20

CUBTBL

LA14

LA15

PDL36W & 42W

PDL36B & 42B

PEDESTALS	COLOR	SIZE
PDL36W	White	24"Lx24"Dx36"H
PDL42W	White	24"Lx24"Dx42"H
PDL36B	Black	24"Lx24"Dx36"H
PDL42B	Black	24"Lx24"Dx42"H

GROMMETED TABLES

Qty.	Item	Discount	Regular	Amount
	Grommeted Tables			
	G30BMW	852.85	1108.70	
	G30DMW	686.00	891.80	
	G30CMW	454.25	590.55	
	G30BWW	852.85	1108.70	
	G30DWW	686.00	891.80	
	G30CWW	454.25	590.55	

Maple Top with Grommet Holes

G30BMW - 72"Lx26"Dx42"H

G30DMW - 72"Lx26"Dx30"H

G30CMW - 72"Lx26"Dx18"H

White Top with Grommet Holes

G30BWW - 72"Lx26"Dx42"H

G30DWW - 72"Lx26"Dx30"H

G30CWW - 72"Lx26"Dx18"H

MOBILE TABLET STANDS

Qty.	Item	Discount	Regular	Amount
	Mobile Tablet Stands			
	TBBCHR *	83.45	108.50	
	TBSHLF *	83.45	108.50	
	TBPNTR *	83.45	108.50	
	TBSDW	268.85	349.50	
	TBSTND	265.15	344.70	

**** Please note that all tablet stands must be ordered separately***

Tablets and electrical services are not included with this rental.

TBBCHR

TBSHLF

TBNTR

TBSDW

TBSTND

Floor orders are subject to availability. Substitutions may be provided without prior notification.

Please complete the following:

Company Name:		**Booth #:**	
Contact Name:		**Phone #:**	
Authorized Signature:			

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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*** All tax rates are subject to change.**

INLINE BOOTH RENTALS

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 19, 2015

Shepard Exposition Services

1531 Carroll Drive, NW Atlanta, GA 30318

Exhibit Solutions Sales Phone: 404-720-8652

Exhibit Solutions Sales Fax: 404-720-8757

Exhibit Solutions Email: ESSRentals@shepardes.com

EXHIBIT SOLUTIONS INLINE BOOTH RENTALS

Let our Exhibit Solutions team make Exhibiting EZ with a Turnkey Rental Booth!!

- *Custom Design for Rentals
- *Onsite Logistics Management
- *Freight Management
- *Graphic Development/Printing
- *Installation/Dismantle
- *Custom Furniture Rental

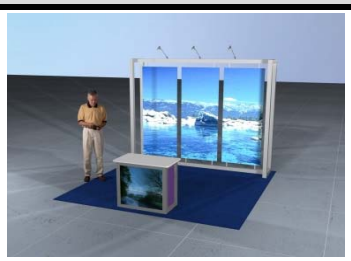
Please visit us online for additional options and information: ***http://www.shepardes.com/shep-gallery.html***

The Eddie

Qty.	Description	Discount	Regular
	10' x 10'	2573.00	3344.90
	10' x 20'	4190.00	5447.00
	Subtotal		

(66470, 66471)

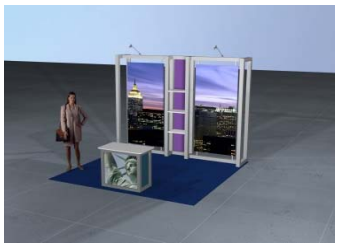
The Jonathon



Qty.	Description	Discount	Regular
	10' x 10'	1795.00	2333.50
	10' x 20'	3142.00	4084.60
	Subtotal		

(66474, 66475)

The Pierce



Qty.	Description	Discount	Regular
	10' x 10'	2226.50	2894.45
	10' x 20'	4227.50	5495.75
	Subtotal		

(66477, 66478)

The Madison

Qty.	Description	Discount	Regular
	10' x 10'	2700.00	3510.00
	10' x 20'	3200.00	4160.00
	Subtotal		

(66484, 66485)

The Grant

Qty.	Description	Discount	Regular
	10' x 10'	2850.00	3705.00
	10' x 20'	3950.00	5135.00
	Subtotal		

(66486, 66487)

The Harrison

Qty.	Description	Discount	Regular
	10' x 10'	2620.00	3406.00
	10' x 20'	3850.00	5005.00
	Subtotal		

(66492, 66493)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included. To order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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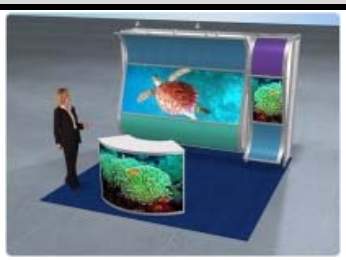
The Jackson



Qty.	Description	Discount	Regular
	10' x 10'	2795.00	3633.50
	10' x 20'	4225.00	5492.50
	Subtotal		

(66490, 66491)

The Lincoln

Qty.	Description	Discount	Regular
	10' x 10'	2650.00	3445.00
	10' x 20'	3650.00	4745.00
	Subtotal		

(66482, 66483)

The Roosevelt

Qty.	Description	Discount	Regular
	10' x 10'	2775.00	3607.50
	10' x 20'	4400.00	5720.00
	Subtotal		

(66488, 66489)

The Lucy

Qty.	Description	Discount	Regular
	10' x 10'	1650.00	2145.00
	Subtotal		

(66473)

The Dale

Qty.	Description	Discount	Regular
	10' x 10'	2880.00	3744.00
	Subtotal		

(66481)

All Exhibit Booth Rentals include installation/dismantling and graphic panels as shown (not all booths have graphic panels). Prices quoted are for print-ready graphics. If graphics submitted are not print-ready, additional fees may apply. Please contact the Exhibit Solutions Department with any questions you may have at 404-720-8652.

****Please Note**** **Carpet is not included, to order please refer to the Carpet & Cleaning form.**

Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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ISLAND BOOTH RENTALS

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Exhibit Solutions Email: ESSRentals@shepardes.com

Mr. Olympia Weekend

September 18 - 19, 2015

Las Vegas Convention Center, South Hall - Las Vegas, Nevada

Event Code: L117000915

Discount Deadline: August 19, 2015

EXHIBIT SOLUTIONS ISLAND BOOTH RENTALS

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*Custom Design for Rentals *Onsite Logistics Management *Freight Management
*Graphic Development/Printing *Installation/Dismantle *Custom Furniture Rental

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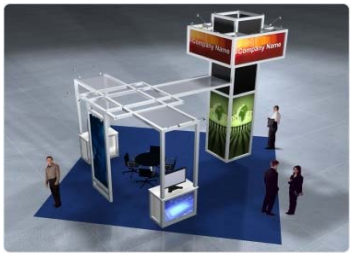
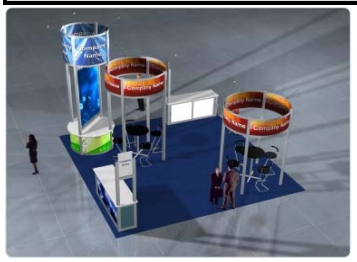
The Monroe



Qty.	Description	Discount	Regular
	20' x 20'	6550.00	8515.00
Subtotal			

(66494)

The Jefferson



Qty.	Description	Discount	Regular
	20' x 20'	9750.00	12675.00
Subtotal			

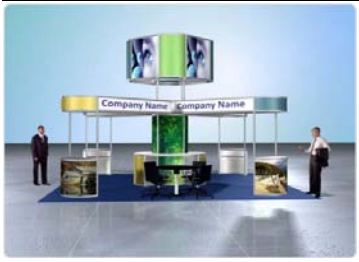
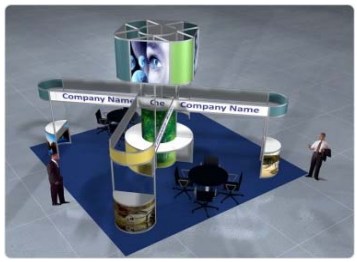
(66498)

The Taylor

Qty.	Description	Discount	Regular
	20' x 20'	9160.00	11908.00
Subtotal			

(66480)

The Washington

Qty.	Description	Discount	Regular
	20' x 20'	9400.00	12220.00
Subtotal			

(66368)

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Please fax completed form to Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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ISLAND BOOTH RENTALS

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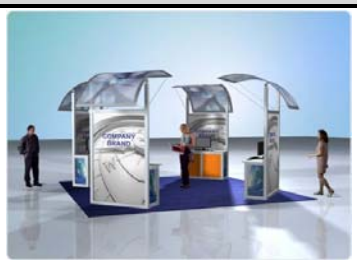
The Adams



Qty.	Description	Discount	Regular
	20' x 20'	9500.00	12350.00
Subtotal			

(66497)

The Tyler

Qty.	Description	Discount	Regular
	20' x 20'	6995.00	9093.50
Subtotal			

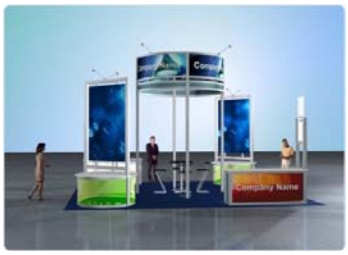
(66495)

The Garfield

Qty.	Description	Discount	Regular
	20' x 20'	6850.00	8905.00
Subtotal			

(66496)

The Cleveland



Qty.	Description	Discount	Regular
	20' x 20'	10200.00	13260.00
Subtotal			

(66499)

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Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

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EXHIBIT RENTAL ACCESSORIES

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Exhibit Solutions Sales Fax: 404-720-8757
Exhibit Solutions Email: ESSRentals@shepardes.com

Mr. Olympia Weekend

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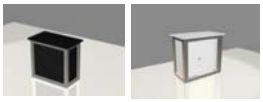
Event Code: L117000915

Discount Deadline: August 19, 2015

SHOWCASES AND LOCKING CABINETS

Quarterview Showcase
4' 6" W X 1' 9" D x 3' 3" H

Square Showcase
1' 9" W x 1" 9" D x 7' H



LC3
3' 9" W x 2' 3" D x 3' 6" H

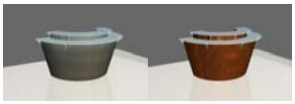
Showcases					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66270		**Quarterview**	961.70	1250.20	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66272		**Square**	1037.85	1349.20	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					

Locking Cabinets					
Code	**Qty.**	**Description**	**Discount**	**Regular**	**Amount**
66282		**LC1**	712.70	926.50	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66283		**LC2**	864.90	1124.35	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66284		**LC3**	525.80	683.55	
Please choose panel color: ☐ Black (06) ☐ White (03)					

LC1 - 1 meter wide
3' 6" W x 1' 9" D x 3' 6" H

LC2 - 1.5 meters wide
5' W x 1' 9" D x 3' 6" H

RECEPTION COUNTERS AND COMPUTER STANDS



RC1
7' 9" W x 3' 5" D x 3' 9" H

RC2
4' 9"W x 2' 3"D x 3' 3"H

RC3*
5' 3"W x 3' 3"D x 3' 6"H

CS1*
CS1 - 3' W x 1' 9" D x 6' 3" H

CS2*
CS2 - 2' 3" W x 1' 6" D x 6' 3" H

Reception Counters and Computer Stands					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66274		**RC1**	2062.70	2681.50	
Please choose metal color: ☐ Chrome (CH) ☐ Wood (W)					
66275		**RC2**	762.30	991.00	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66276		**RC3***	1653.60	2149.70	
66285		**CS1***	961.70	1250.20	
66286		**CS2***	560.40	728.50	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

PRODUCT DISPLAY AND TRAFFIC BUILDERS

Product Display					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66277		**Gondola**	509.20	661.95	
Please choose metal color: ☐ Black (06) ☐ White (03) ☐ Silver (15)					
66278		**GL1***	899.45	1169.30	
66279		**GL2***	851.00	1106.30	

*Item includes graphics. A Shepard Representative will contact you with art requirements.

Phone Charging Station					
Code	**Qty**	**Description**	**Discount**	**Regular**	**Amount**
66430		Phone Station*	1767.55	2297.80	

Gondola
3' 6" W x 1' 9" D x 5' H

GL1*

GL2*
GL1 - 5' 4" W x 1' 3" D x 8' H
GL2 - 4' 3" W x 1' 3" D x 7' H

Please note that electrical services must be ordered separately .You may find the forms in the Utilities section of the service manual.

Please fax completed form to the Exhibit Solutions Department at 404-720-8757.

Please complete the following:

Company Name: _____ **Booth #:** _____

Contact Name: _____ **Phone #:** _____

Authorized Signature: _____

Subtotal	$
8.100% Tax*:	$
Amount Due:	$

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

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Las Vegas

CONVENTION AND VISITORS AUTHORITY

ANIMALS

- Permission for any domesticated animal (cats, dogs, etc.) to appear in a show or booth must first be approved by show management then by the Convention Services Manager.
- The following criteria must be met before the animal is allowed on property:
    - The animal must have something to do with the booth or show (i.e., a dog used in commercials, films, etc).
    - A separate certificate of insurance in the amount of $1 million combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additional insured.
    - Animals will not remain in the building overnight.
    - A trainer must accompany animals at all times.
- Non-domesticated animals will be considered on an individual basis. Call the Convention Services Manager for further details.
- Seeing eye/assistance animals are always welcome.
- Pet owners are responsible for cleaning up animal waste.

Las Vegas

CONVENTION AND VISITORS AUTHORITY

BALLOONS/STICKERS

- Show management and the Convention Services Manager must approve the use of balloons.
- Helium balloons larger than 36 inches, either separate or tethered, are permitted in the exhibit halls. Helium balloon columns and arches are permitted in public space or meeting room areas as long as balloons are properly anchored. Helium balloons may not be used for handouts. Smaller air-filled balloons may be used for decoration and/or handouts.
- Large helium-filled balloons, such as advertising balloons, may be used only if they are securely anchored to the exhibit. No helium balloons or blimps may be flown around the exhibit hall.
- Helium gas cylinders used for refilling must be secured in an upright position on ANSI (American National Standards Institute) approved safety stands with the regulators and gauges protected from potential damage.
- Overnight storage of helium or compressed air cylinders in the building is prohibited.
- Balloons must be removed from the property by the exhibitor or the company who provided them. Balloons must not be left for the service contractor, cleaning contractor or the LVCVA.
- Balloons may not be released out-of-doors due to airport flight patterns in the area.
- Stickers are prohibited on property.

Las Vegas

CONVENTION AND VISITORS AUTHORITY

MULTI-LEVEL AND/OR COVERED EXHIBITS

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure all rules within this section are followed, with the exception of those rules pertaining to the use of a fire watch. The EAC has the responsibility to work with the client to ensure booth plans, as required by this section, are submitted to the Safety Office no later than 45 days before the first day of move-in for the event. Plans used for prior shows must be resubmitted for approval each time for the upcoming show.
- Multi-level or covered areas are required to be limited to dimensions, which do not exceed 1,000 square feet in contiguous area. Definitions:
    - Multi-level – Any occupied second story or greater area which is accessible by an approved means of egress.
    - Covered Area – Any area that covers the exhibit space and prevents the building fire sprinkler system from discharging water unobstructed to the floor. This will include single story exhibits with ceilings, upper deck exhibits, roof, overhead lighting installations, and any materials hanging or installed overhead that is not recognized as acceptable for use under fire sprinkler systems by fire code.
    - Contiguous – Any area or combination of areas which are not separated by a clear ten (10) foot fire break. This measurement is made horizontally.
    - Fire break – A clear non-combustible space at least ten (10) feet in width surrounding the exhibit or exhibit space on all sides.
    - Means of Egress – An approved stairway or ramp constructed to the specifications of the code used for access and exiting.
- If additional multi-level or covered contiguous area is required in excess of 1,000 square feet, a fire sprinkler system shall be installed under the entire area and every level of a multi-level exhibit.
    - A Nevada State licensed fire sprinkler contractor must install fire sprinkler systems.
- If additional multi-level or covered area is required in excess of 1,000 square feet without the use of a fire sprinkler system, contiguous areas limited to 1,000 square feet may be separated by a minimum ten (10) foot fire break on all sides.
    - The fire break shall be void of any combustible displays, furniture or other material, which could abet transfer of fire from one area to the other.
    - Exception: The fire break may be spanned by a single bridge, catwalk or structure that shall not exceed 48 inches in width and shall be constructed of fire resistant or non-combustible materials.
- Multi-level or covered areas shall not have any additional deck, ceiling or covering installed above for any purpose unless a fire sprinkler system is installed in each level of the exhibit.
- Multi-level areas that are greater than 300 square feet or which will occupy more than nine persons shall have at least two remote means of egress. Remote is defined such that the means of egress shall be placed at a distance from one another not less than one half the length of the maximum overall diagonal dimension of the area to be served.
- Means of egress shall be of an approved type and constructed to the requirement of the code.
    - Spiral stairs are not allowed. Spiral stairways are not an approved means of egress for areas occupied by the public, visitors or clientele.
- Exhibits with multi-levels, covered or roofed areas exceeding 300 square feet in size will require the installation of battery-operated smoke detectors. Any covered area that is also enclosed will require the installation of battery-operated smoke detectors regardless of the size of the area. All smoke detectors will emit an audible alarm that can be heard outside of the area and must be installed in accordance with NFPA 72.
- Any single level exhibit over 1000 square feet or exceeding 300 square feet of contiguous covered area (see: "covered area," definition above) and all multiple-level exhibits must submit a booth plan to the LVCVA Safety Office for approval prior to the exhibit coming onto LVCVA property. Please send plans to the LVCVA Safety Office at 3150 Paradise Road, Las Vegas, NV 89109. Plans may be faxed to 702.892.2919. Plans may also be submitted in CAD or PDF format via e-mail to: Boothplans@lvcva.com. Booth plans are required to be

submitted for each show, regardless if the booth has been approved for any past show by the LVCVA Safety Office.

- Any upper deck area to be occupied must have an approved plan with an engineering stamp.
- After hours fire watch must be provided for covered areas exceeding 300 square feet. The booth fire watch must have the capability to contact in-house Security Dispatch by radio or other acceptable audible means.
    - Fire watch coverage is to commence with installation of upper deck, or ceiling, and continue during non-show hours until the upper level or ceiling is removed.
    - Assigned fire watch staff must be trained and qualified in the use of fire extinguishers. Contract security, or the fire watch contractor, is responsible for the verification of qualification of fire watch personnel.
    - Fire watch personnel will be responsible for immediate notification by radio to LVCVA Security Dispatch giving the exact location and description of the problem.
    - Fire watch personnel may be assigned to multiple contiguous exhibits, based upon not more than one-minute response to any location involved.
    - Fire watch personnel, prior to start of assignment, shall inspect locations and condition of fire appliances and become familiar with the building, including location of available exits.
    - Cost and method of payment of fire watch is to be negotiated between the contractor supplying the service and show management and/or the exhibitor requiring such services.

Las Vegas

CONVENTION AND VISITORS AUTHORITY

FIRE AND SAFETY EXHIBIT GUIDELINES

- It is the responsibility of the Exhibitor Appointed Contractor (EAC) to ensure the criteria in bold below are met during installation of the exhibit.
- All means of entrance and exit must be clear and free from obstruction at all times.
- **Each hard wall booth must be a minimum of nine (9) inches from the booth line for access to electrical.**
- No storage of any kind is allowed behind booths or near electrical service. A one-day supply of product is permitted within but cannot be stored behind the booth.
- **All fire hose racks, fire extinguishers and emergency exits must be visible and accessible at all times. Should this equipment be within a booth or exhibit due to the layout of floor space, additional signage indicating fire equipment location(s) (extinguisher, hoses, etc.) will be necessary, along with accessibility being maintained at all times.**
- **Exhibit booth construction shall meet the requirements of 2003 NFPA 101, 13.7.4.3.4. The upper deck of multi-level exhibits greater than 300 square feet (28 sq. m) will need at least two (2) remote means of egress. (2003 NFPA 101, 13.7.4.3.3). The upper deck, if occupied, must be rated at 100 psf live load. All materials used in exhibit construction, decoration, or as a temporary cover must be certified as flame retardant or a sample must be available for testing. Materials which cannot be treated to meet the requirements may not be used.**
- **Halogen and quartz lamp use must be reviewed with the Convention Services Manager and the Safety Office. See Halogen Lamp Restriction in this section.**
- Vehicles on display (per 2003 NFPA 101, 13.7.4.4):
    - Fuel tank openings shall be locked or sealed in an approved manner to prevent escape of vapors; fuel tanks shall not contain in excess of one-quarter their capacity or contain in excess of 19L (five gal.) of fuel, whichever is less. (NFPA 101, 13.7.4.4.1)
    - At least one battery cable shall be removed from the batteries used to start the vehicle engine, and the disconnected battery cable shall then be taped. (NFPA 101, 13.7.4.4.2) Batteries used to power auxiliary equipment shall be permitted to be kept in service.
    - Batteries must be disconnected. Auxiliary batteries not connected to engine starting system may be left connected.
    - External chargers or batteries are recommended for demonstration purposes.
    - No battery charging is permitted inside the building.
    - Combustible/flammable materials must not be stored beneath display vehicles.
    - Fueling or de-fueling of vehicles is prohibited (NFPA 101, 13.7.4.4.4)
    - Vehicles shall not be moved during exhibit hours.
    - 36” of clear access or aisles must be maintained around the vehicle
    - Vehicles must be a minimum of 20 feet from exit of door or esit pathway.
    - No Leaks underneath vehicles.
- **Model/modular home displays in trade shows must be reviewed with the Convention Services Manager. In addition, a floor plan of the model/modular home must be submitted to the LVCVA Safety Office.**
- Vehicles in the building for loading or unloading must note be left with engine idling.
- Except for equipment that uses LPG or natural gas as fuel, compressed gas cylinders, including LPG, and all flammable or combustible liquids are prohibited inside the building. Any other exceptions require prior approval by the Convention Services Manager and the Safety Office. Overnight

storage of LPG, natural gas as fuel or compressed gas cylinders is prohibited in the building. The following regulations apply to the use of LPG (propane) inside and outside the Las Vegas Convention Center. Any use of LPG (propane) on LVCVA property must be approved prior to arrival by the LVCVA Safety Office. (NFPA 101, 13.7.4.5 Prohibited Materials)

- When approved, LPG (propane) containers having a maximum water capacity of 12lb [nominal 5lb LP-Gas capacity] may be permitted temporarily inside the convention facility of public exhibitions or demonstrations. If more than one such container is located in an area, the containers shall be separated by at least 20 feet.
- When approved, LPG (propane) containers complying with UL 147A*Standard for Non-refillable (disposable) Type Fuel Gas Cylinder Assemblies*, and having a maximum water capacity of 2.7 lb and filled with no more than 16.8 ounces of LP-Gas may be permitted for use inside the convention facility as part of approved self-contained torch assemblies or similar appliances.
- Any exception to the first two requirements above must be submitted for review and approval by the LVCVA Safety Office and the Convention Services Manager.
- All LPG (propane) containers must be separated and inaccessible to the public. Cooking and food warming devices (see FOOD PREPARATION WITHIN EXHIBITS in this section) in exhibit booths shall be isolated from the public by not less than 48 inches (1220 mm) or by a barrier between the devices and the public. (2003 NFPA 101, 13.7.4.5.1)
- The after-hours, overnight storage of any LPG (propane) container inside the convention facility is strictly prohibited. Containers must be removed at the end of each day and can be delivered back to the show floor upon the arrival of exhibit staff in the morning.
- Storage of LPG (propane) containers must be either off-site or on-site, outside of the building, in an approved metal storage vault and approved location.
- No dispensing from or refilling of LPG (propane) containers will be permitted inside of the convention facility.
- Use of LPG (propane) outdoors must be approved by the LVCVA Safety Office and the Convention Services Manager prior to arrival on LVCVA property. No outside LPG (propane) will be permitted in any areas where building exits discharge or Fire Department access is required.

- Areas enclosed by solid walls and ceilings must be provided with approved smoke detectors which are audible outside the area of the booth. A fire watch may be required. (See Multi-Deck and/or Covered Exhibits for more information.)
- The travel distance within the exhibit booth or exhibit enclosure to an exit access aisle shall not exceed 50 feet. (2003 NFPA 101, 13.7.4.3.2)
- **Exhibitors who plan to demonstrate fuel-burning appliances in the Las Vegas Convention Center must have approval from the Convention Services Manager 60 days prior to the event.**
- Fireplaces must be listed as ventless or self-venting for indoor use in order to obtain approval for burning inside the facility.
  - Vented fireplaces cannot be burned since venting directly outdoors is not possible.
  - Only enclosed fireplaces will be approved for burning, meaning the fireplace must be enclosed with a glass front or a protective heat/contact barrier must be installed to prevent combustible exposure or attendee contact.
  - Screen front fireplaces will not be approved for burning.
  - Exhibit design directly around the fireplace and installation of the fireplace must meet the requirement/code for permanent fireplace installation. Distances from exposure to combustibles must meet the requirements for permanent installations.
- Candles may be used for decorative purposes for events with food service (1 candle per table) where the candles are supported by/on substantial non-combustible bases so located as to avoid danger of ignition of combustible materials. Candle flames shall be protected and enclosed so that if the candle were to tip over, there would be no risk of fire. The Safety Office has final approval to determine if a candle meets the above criteria. Candles may not be left unattended while lit.

Intended use of candles for decorative purposes must be listed in the “Application for Food Preparation Within Exhibits” and submitted to the Safety Office.

Las Vegas

CONVENTION AND VISITORS AUTHORITY

FOOD PREPARATION WITHIN EXHIBITS

- Temporary exhibition and display cooking is only permitted within the limitations given below. Production cooking operations require food preparation within permanent commercial cooking facilities with permanent commercial cooking ventilation.
- Whenever food is prepared within an exhibit, an Application for Food Preparation within Exhibits form should be completed and forwarded to your Convention Services Manager and ARAMARK. Upon receipt of this form, your Convention Services Manager will forward the information to LVCVA Safety personnel for review.
- Cooking operations are permitted with the following limitations:
    - All cooking appliances shall be listed or approved by a nationally recognized testing agency, i.e. Underwriters Laboratories, Inc., American Gas Association.
    - All cooking equipment is to be operated according to the manufacturers' recommendations and operating instructions. Equipment recommended for outdoor use shall not be used indoors.
    - All multiple-well cooking equipment using combustible oils or solids and cooking surfaces, i.e. grills that exceed 288 square inches that produces grease laden vapors shall be provided with a fire extinguishing system installed according NFPA 17A and an exhaust duct system complying with the currently adopted Mechanical Code.
    - All single-well cooking equipment (deep fat fryers), operations using combustible oils or solids shall meet all of the following criteria:
        - Metal lids sized to cover the horizontal cooking surface are to be provided.
        - The cooking surface is limited to 288 square inches (2 square feet).
        - The equipment shall be placed on a noncombustible or limited combustible surface. Examples include concrete floors and Fire Resistance Treated (FRT) plywood. The noncombustible surface must extend three (3) feet in front of the fryer.
        - The fryer is to be separated from all other equipment by a distance not less than 24 inches.
        - These cooking displays must be separated from all other combustibles by a distance not less than 10 feet.
        - The volume of cooking oil per appliance is not to exceed 3 gallons.
        - The volume of cooking oil per booth is not to exceed 6 gallons.
        - Deep-fat fryers shall be electrically powered and have a shut-off switch.
    - Other appliances for exhibition cooking shall also be limited to 288 square inches in area. Examples are induction cook tops, ranges, electric warmer, single burner ranges, multiple burner ranges.
    - A minimum of (1) Class-K fire extinguisher shall be provided within 30 feet of each deep-fat fryer and each grill or other appliance producing grease laden vapors.
    - A minimum of (1) Class 2A-30BC Fire extinguisher shall be located within each booth with additional or other display cooking such as baking, sauté, braising, stir fry, convection cooking, warming of food, and all other like applications.
    - Solid fuels including charcoal and woods, i.e. hickory, mesquite is prohibited within exhibit halls.
    - LP-gas used for displays and demonstrations is limited to cylinders not exceeding the nominal 5-pound size (12 lbs water capacity), maximum 2 per booth. Additional cylinders must be located 20 feet apart.

- Banquet Serving:
    - Banquets are to follow the same guidelines as Exhibition and Display Cooking.

- Food Warming:
    - This operation at exhibitions is limited to maintaining the temperature of pre-cooked food or beverages at or below 200° F. Flame devices utilized for food warming shall be separately permitted as open flame devices. Such devices shall be for stationary use only and shall be enclosed or installed in such a manner as to prevent the flame from contacting any combustible materials. Such flame devices utilized for food warming shall not be located in unoccupied rooms or otherwise left unattended. Chemical heat (Sterno) is allowed in occupied rooms or halls during the permitted hours of the event. It shall be used in accordance with the manufacturers' instructions. Mobile warming carts, using chemical heat may be used in accordance with the manufacturers' instructions. Chemical heat may not be used in warming carts that are not manufactured for chemical heat devices.

Contact ARAMARK for additional information and guidelines regarding the Clark County Health District rules and regulations.

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CONVENTION AND VISITORS AUTHORITY

APPLICATION FOR FOOD PREPARATION WITHIN EXHIBITS

Name of Event: _____

Dates of Event: _____ Booth Number: _____

Name of Exhibiting Company: _____

Contact Person/Title: _____

Phone: _____ FAX: _____

Email: _____

Please indicate the food item(s) you wish to prepare:

Please indicate the process/equipment that would be used:

Please check box if decorative candles are to be used (1 candle per table): ☐

No open flames will be permitted.
A 5ABC portable fire extinguisher will be required for each approved device.
A type "K" portable fire extinguisher will be required when use of cooking oil is approved.

This application is to ensure all fire and safety regulations are in place to enable cooking in your booth. In addition, the ARAMARK "Sample Food and/or Beverage Distribution" application must be completed and submitted to ARAMARK for food preparation approval. Once you receive this form back with a stamp of approval please forward to ARAMARK along with the Sample Food and/or Beverage Distribution form to fax # 943-6941 for the final approval.

Please FAX this form to: Convention Services Manager Las Vegas Convention Center **702/892-2933** AND ARAMARK Sales Office **702/943-6911**

A Safety coordinator will call you to discuss your food preparation plans. DO NOT finalize plans to prepare food in your booth without approval of your equipment by the Las Vegas Convention Center.

Approved	Denied

FOOD SAMPLING INFORMATION FOR EXHIBITORS

Recently, the Southern Nevada Health District has started to enforced regulations for the sampling of food during tradeshows. ARAMARK would like to make each exhibitor aware of how this will impact booth operations during an expo.

If sampling of open food or beverage is conducted at a booth, both a hot water hand-washing station and a sanitizing station will be required. A booth may bring hand-washing and sanitizing stations or they will be available by submitting an order to ARAMARK with all necessary company, booth and payment information. The cost of each of these stations is $25.00 plus tax. If an exhibitor is providing the hand- washing and sanitizing station, please contact the Southern Nevada Health District or refer to their website for the requirements **http://www.southernnevadahealthdistrict.org**

If exhibitors meet the criteria below, an Event Coordinator Permit will need to be obtained by show management. All applications should be made directly with the Southern Nevada Health District.

- **Exhibitors who are sampling food:**
  - Exhibitors who are giving away free, open food or beverage
  - Please inform the ARAMARK sales department before the event which exhibitors will be sampling food or beverage product and what that product is.
  - Exhibitors are required to submit a sampling form and proof of insurance to ARAMARK. The form is attached to this document.
  - If any food handling (such as cutting, portioning, or mixing) is done at the booth, a hand- washing station and a sanitizing station must be set up **at all times.**

- **Event Coordinators for a sampling show:**
  - **Show management will need to obtain an Event Coordinator Application for Special Events and Trade Shows.** The application form is attached to this document with pricing included. The application should be made directly with the Southern Nevada Health District.
  - Please inform the ARAMARK sales department before the event that this is a sampling show, the individual booths that will be sampling food or beverage product, and what that product is.
  - If any food handling (such as cutting, portioning, or mixing) is done at individual booths, Event Coordinators will need to ensure all booths have a hand-washing station plus a sanitizing station set up **at all times.**
  - If the product at a booth is pre-packaged, and not a potentially hazardous food (such as bottled water or supplements), this exhibitor is not required to be specified on the Event Coordinator Application.

If you have any questions please contact the Southern Nevada Health District directly at 702-759-0620 or the ARAMARK sanitation manager, Alexis Barajas, at 702-943-6739.

Las Vegas

CONVENTION AND VISITORS AUTHORITY

HALOGEN LAMP RESTRICTION

LVCVA has experienced several fire safety incidents arising from the use of stem- and track mounted halogen light fixtures attached to exhibit booths where the fixtures utilized linear halogen bulbs. Typically, these hazards arose from misuse and poor maintenance practices rather than from any deficiency in the design of the fixture or the halogen bulb it contains.

Unless otherwise stated in this policy, stem- or track-mounted halogen light fixtures installed in LVCVA facilities must:

1. Utilize one of the halogen bulb styles shown in Fig. 3 (Self-Shielded Bulbs – See Addendum N). These bulbs have an additional glass shield that is integrated with the bulb design and require no other shield as part of the light fixture; and
2. Utilize a bulb not exceeding the listed wattage permitted for use by the fixture manufacturer, but in no case exceeding 75 watts.

Alternative Designs:
The LVCVA will periodically review this policy and take into consideration any improvements in products and practices that provide appropriate levels of operational safety.

UNAPPROVED HALOGEN BULBS

APPROVED HALOGEN BULBS – 75 watts max

CONVENTION AND VISITORS AUTHORITY

HAZARDOUS MATERIAL

- All hazardous materials brought into the facility must be labeled and accompanied by the applicable MSDS (Materials Safety Data Sheet) which must be produced upon request. It is highly recommended that the MSDS be submitted at the same time floor plans are submitted.

- The Lessee is responsible for the handling and removal of hazardous materials used in the operation of the show in accordance with the latest Environmental Protection Agency regulations in effect at the time of the event. Arrangements must be made in advance for disposal. Disposal of hazardous waste is prohibited in the sewer lines or drains of the facility.

- The Lessee is responsible for the tracking of all hazardous material brought into the facility.

- Any materials left on the premises after move-out will be disposed of at the expense of the Lessee.

Las Vegas

CONVENTION AND VISITORS AUTHORITY

MEETING ROOMS

- Meeting rooms N101-N120 may be used for commercial exhibits with the following restrictions:
    - Carpeting can be placed on top of building carpet in the meeting rooms with permission from the Convention Services Manager. Visquene must be laid between the building carpet and the carpet being installed. Use only non-residue tape. No sub-flooring is allowed for exhibits.
    - Rips or tears in approved protective covering must be repaired immediately upon identification to prevent carpet damage.
    - When moving freight or equipment in these areas the existing carpet must be protected by the use of approved runners or Visquene.
    - No signs, banners, trussing, lights, etc., may be hung from the ceilings or the support structures above the ceilings. Nothing can be affixed to meeting room walls or doors without approval of the Convention Services Manager.
    - No structures erected in these rooms may have any type of ceiling. All walls must be 18 inches below automatic fire sprinkler heads.
- When constructing any wall units, care must be used not to obstruct any of the HVAC controls, light controls, electrical outlets, cable TV outlets, sound outlets, exit signs or exits.
- Electrical service is limited to installed plugs/Crouse-Hinds show power receptacles in each room.
- All exhibits being set in these rooms must have an approved floor plan. These floor plans must be submitted to the LVCVA Convention Services Manager at least 60 days in advance of set up.
- Nothing can be affixed to meeting room walls or doors without approval of the CSM.
- Anyone in the process of designing exhibits or displays for these meeting rooms are encouraged to contact the Convention Services Manager for clarification of all rules and regulations.
- Meeting rooms C201-C206, N201-N264, Diamond Offices 1,2,3, and 4 and S101-S233:
    - Tabletop exhibits, hospitality suites or registrations may be set in these rooms.
    - No exhibitor crates, wooden skids/pallets, hanging of signs or the building of a room with a ceiling within a meeting room will be allowed. Installation of flooring and trussing is only permitted with approval from the Convention Services Manager
    - Standard furniture such as desks, chairs, sofas and cocktail tables will be allowed in those rooms designated as hospitality suites.
    - GEM or MIS wall type installations must be used when subdividing these rooms. Under no circumstance will GEM or MIS type structures be allowed with a ceiling. All GEM or MIS walls must be 18 inches below automatic fire sprinkler heads.
- Closet and utility rooms are not included with any meeting room. These are for LVCVA use only.
- Meeting room partitions will be moved only by LVCVA personnel. Contact your Convention Services Manager if you need assistance.
- Each meeting room is allowed one (1) no-charge setup per day. Check with the Convention Services Manager for multiple setup fees. Meeting room setup information:
    - STAGING: The Convention Center sets panels for a stage/dais if required. Panels are 4' x 8' and are available in heights of 16", 24", and 32". The next size ranges from 36" to 54" in two inch increments. The platform is two-sided. One side is carpet in a multi-pattern of black, gray and white. The other side is black vinyl. All skirting is black. The LVCVA will utilize to the extent of the inventory. According to code, side and back rails are required for stages above 32".
    - TABLES: Table sizes are 18" x 8', 30" x 8', and 6' rounds, all 30 inches high. The tops are gray and are hard plastic.
    - DRAPED/SKIRTED TABLES: If a draped head table or skirted table is required, it must be ordered from the Service Contractor. The Convention Center has plastic tables, and they cannot be draped, as there is no way to staple into them. The Convention Center does not provide linens or skirting.
    - CHAIRS: Chairs are the gray stacking type and available for meeting room sets to the extent of our inventory. At the base, chairs are 20 x 20 inches.

- MICROPHONES: The LVCC will provide wired microphones including podium/microphones, lavalieres, aisle, and table microphones at no charge to the extent of LVCVA inventory. All wireless microphones must be supplied by an A/V contractor.
- LECTERNS: Standing lecterns are provided free of charge to the extent of our inventory.
- AUDIO/VISUAL EQUIPMENT: All projectors, screens, overheads, VCRs, etc., are ordered through the audio/visual contractor. Four line inputs may be set in one room without a sound operator. A fifth input requires an operator which must be ordered from the audio/visual contractor.
- EASELS: The Convention Center provides easels to the extent of our inventory. Note: Easels are not the type that will hold a flip chart.
- FLIP CHARTS/MARKERS/POINTERS: Flip charts, markers, and pointers must be obtained from the audio/visual contractor.
- PADS/PENCILS: The Convention Center does not provide pads or pencils.
- PIPE/DRAPE: The Convention Center does not provide pipe and drape.
- COCKTAIL TABLES: The Convention Center does not provide cocktail tables.

- See complete list below of equipment inventory. Note: When multiple shows are scheduled, equipment is available to the extent of inventory that is shared between all shows.
- To make audio recordings of your meetings, the LVCVA has five line level output patch bays for recording meetings. There is a $25 charge per record room, or room combo, per day, to use the patch bay. Patch cables used for recording are the responsibility of the recording company contracted by the client requiring recording. Patch cable connectors, needed for patch bay use, are a male XLR type with pin two hot. Signal provided at patch bay is a "line" level. Record companies are not allowed to place their recording equipment in the meeting rooms or hallways. In addition, recording companies are required to meet all LVCVA contractor requirements. Contact your Convention Services Manager for additional information on recording room fees and order forms.
- Events in second floor meeting rooms involving mass or group rhythmic activities must have advance approval. Contact your Convention Services Manager for further information.
- See Meeting Room Setup Request Form immediately following Equipment Inventory List.

Meeting Room Setup Request Form

Name of Tradeshow/Convention:

Company Name:	Meeting Room #:
Contact:	Date of Function:
Phone:	Start time: End time:
Email:	Number of Attendees:

Room Set-up:

☐ Theatre	☐ Banquet	☐ U-shape	☐ Other
☐ Schoolroom	☐ Conference	☐ Hollow Square	

☐ Staging Size: (4'x 8' panels) ___ depth ___ width ___ height (16" or higher, using increments of 8")	☐ Head table for ____ Head tables are non-skirted. ☐ I will contact Exhibitor Services for skirted head tables	<u>Additional Tables:</u> (non-skirted) 18" x 8' quantity: ____ 30" x 8' quantity: ____ 6' Rounds quantity: ___ Location:	<u>Audio Visual:</u> ___ Podium with microphone ___ Hand-held microphone ___ wired lavaliere ___ Table top microphone ___ Aisle microphone **All mics are hard-wired only. For wireless mics, contact the show's official A/V company**
I will be ordering the following from the A/V contractor:	☐ wireless mics Quantity ____ ☐ wireless lavaliere Quantity____ ☐ Screen ☐ centered ☐ offset ☐ LCD projector with ☐ front projection ☐ rear projection ☐ TV ☐ VCR ☐ A/V Cart ☐ My laptop presentation has sound		
Will you be ordering food/beverage from Aramark? ☐ yes ☐ no Your Aramark contact is:			
☐ I will contact Cox to order telephone or internet service. (855) 519-2624			
Your LVCC Convention Services Manager is:			
To obtain a diagram of your room(s), please contact your Convention Services Manager			

Las Vegas

CONVENTION AND VISITORS AUTHORITY

PARKING INFORMATION

A major function of the LVCVA Safety & Security Department is to ensure parking is as convenient as possible within constraints imposed by demand, available space, and cost.

Parking Fees:
When paid parking is in effect, the fee is $10.00 with in and out privileges. Anyone leaving the Las Vegas Convention Center and planning to return the same day can get their ticket stamped for reentry. Please display ticket stubs in view on your dashboard.

Parking Space Designation:
Parking is permitted in marked spaces only. Overnight parking is **not permitted.**

White Spaces designate general parking permitted with a proper pass or ticket stub.

Red Curbs designate fire lanes. Fire lanes are tow-away zones and must be kept clear at all times.

Accessible Parking:
Accessible parking spaces are provided and are designated as reserved by a sign showing the symbol of accessibility. Van accessible spaces are also available.

Speed Limit:
The speed limit at the Las Vegas Convention Center is **15 MPH** unless otherwise posted and **5 MPH** in the parking lots.

Lost Your Vehicle?
It's easy to do with over 5,500 parking spaces. Come to the LVCVA Security Dispatch Office located on our main concourse by the C Halls. The office is open 24 hours, and we will be happy to help you locate your vehicle.

SUPERVISORY PERSONNEL REQUIREMENTS
LAS VEGAS CONVENTION & VISITORS AUTHORITY

Companies sending supervisory personnel to oversee installation of designed exhibits at shows at the Las Vegas Convention Center and/or Cashman Center may do so by providing LVCVA with the following certificates of insurance, a completed and signed Legal Compliance form, and answers to the questions listed below. FAX INSURANCE FORMS AND THIS COMPLETED REQUEST TO THE LVCVA CONVENTION SERVICES DEPARTMENT AT 702-892-2933 PRIOR TO ARRIVAL ON PROPERTY.

1. Certificates of Insurance:

   - Workers' Compensation Coverage in the State of Nevada: If the home state of the contractor does not have a reciprocal agreement with the State of Nevada, contact Employers Insurance Company of Nevada (EICN) to obtain proper coverage. Phone (702) 837-3000 or www.eicn.com.

   - General Liability in the amount of one million dollars ($1,000,000) combined single limit bodily injury and broad form property damage coverage, including broad form contractual liability, naming the Las Vegas Convention and Visitors Authority as additionally insured.

2. Legal Compliance – Signature Required Below

   For and in consideration of the Permit, each contractor agrees to indemnify, defend and hold the LVCVA harmless for damages, claims or expenses incurred by the LVCVA that are attributable to the contractor or its actions or inactions at the LVCC. Such damages, claims or expenses include, but are not limited to, those related to (1) the handling of hazardous materials; (2) negligence or intentional conduct; (3) violation of any law or regulation; and (4) additional security resulting from labor strikes and the like. Where appropriate, expenses will be charged to the responsible contractor on a pro rata basis. The undersigned agrees to provide all required payments and evidence of compliance with requirements set forth herein. Further, the undersigned agrees to the terms and conditions set forth in Section 2 hereof.

   Name of Company: _____

   Type of Business: _____

   By: _____
   (Signature)

   _____
   (Print Name)

   Title: _____ Date _____

   Web Address: _____ Telephone _____

   E -Mail Address: _____ Fax _____

3. Convention to be attended: _____

4. Dates staff will attend show: _____

5. Attending employees' names: _____

6. Company providing installation labor: _____

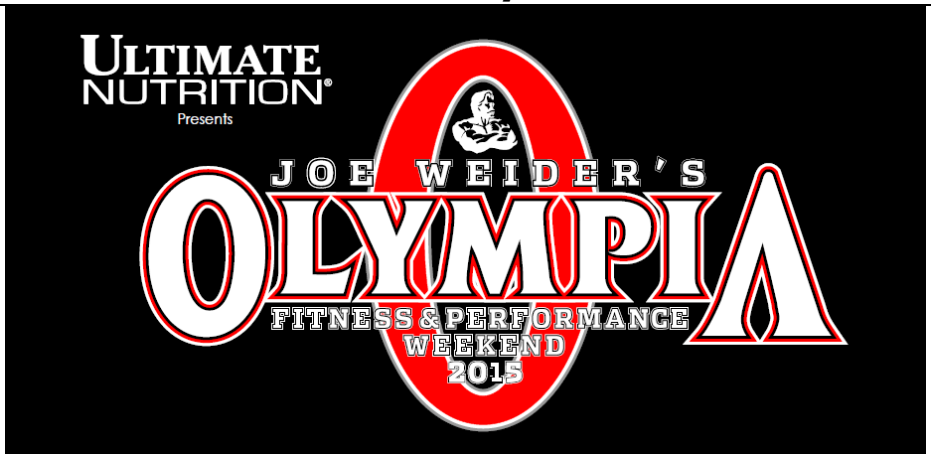
   City: _____ Contact Name: _____ Contact Phone: ___

   (Note: Your labor company must have a current Exhibitor Appointed Contractor permit from LVCVA. If they do not, we will contact them for the necessary fee, licenses, and insurance BEFORE work may begin on your installation.)

7. Photo ID is required to access exhibit halls/meeting rooms. Contact Convention Services for further information if your staff does not carry company photo ID. If a show requires badges for daily access (in addition to your photo ID), contact your labor company to request that they include your staff for daily badges.

THANK YOU FOR YOUR PROMPT RESPONSE. ANY QUESTIONS, CALL 702.892.2915.

Exhibitor Security Order Form



❑ **Advance Order Deadline: August 21st, 2015**

Overnight booth security services are available at the rate of $29.90 per hour when this form and payment for ordered services are received on or before the above Order Deadline Date, and $35.90 per hour for all orders after the above order deadline date. VIP and Celebrity security services are available at $40.00 per hour. A six hour minimum per shift per security officer is in effect.

❑ ***Payment in full must accompany order*** ❑

Please indicate the dates and hours that you will require Special Booth Monitoring Services

Date & Time Start	Date & Time Finish	Total Hours	Date & Time Start	Date & Time Finish	Total hours
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Total Number of Hours_____@ $_____Per Hours = $_____

Plus 3.5% Processing fee = _____ Grand Total = $_____

Security Personnel should remain in booth until released ❑ Yes ❑ No Exhibitor is responsible for additional charges

If not checked our personnel will leave your booth at the designated time
Please use the area on next page to list representatives who are authorized to release our personnel

Credit Card Number_____Expiration Date_____ ❑ Visa

Cardholders Name_____

3 Digit Security Code on back of card: _____ ❑ Mastercard

Cardholders Billing Address_____ ❑ Amex

City/State_____Zip Code_____ ❑ Corporate Card

Cardholders Signature: _____ ❑ Personal Card

Booth No_____ Company Name_____

Address_____

City_____ State_____ Zip_____ Email Address_____

Telephone_____/_____/_____ Ext_____ Fax_____/_____/_____

Authorized Company Representative_____Date _____

PLEASE COMPLETE THE NEXT PAGE

As requested on the front side of this order form, the **contract security company** will provide special booth monitoring services and is authorized to enter said booth at any and all times necessary to perform their duties.

LIABILITY

It is understood that neither the **contract security company**, nor **show management**, or their **agents** is an insurer of persons and/or property. The CLIENT, if desired, shall obtain such insurance. Sums paid to the **contract security company** by the CLIENT are not related to the value of the CLIENT's property or to other property located on the CLIENT's premises. The sole intent of the **contract security company** is to provide a visible determent. The contract security company is being paid for services designed to deter certain risks or losses and all amounts being charged are not sufficient to guarantee that the service supplied will avert or prevent occurrences, or losses there from, for which the service is designed to deter or avert. The **contract security company** and its **subcontractors** shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to CLIENT's material, which make it impossible or impractical to exhibit same. The CLIENT, as a result of this Agreement, does not seek indemnification from the **contract security company**, nor **show management**, or their **agents**, against any damages or losses caused by hazards to the CLIENT's property, or to the property or person of any third party while the **contract security company** is engaged in the execution of this Agreement. The signature on the other side of this form of the authorizing party requesting booth monitoring services also indicates acceptance of the conditions of this Agreement as stated above.

EMERGENCY INFORMATION

In the event of an emergency, it is requested that the following persons be notified on behalf of the CLIENT.

1._____ Telephone_____/_____/_____

2. _____ Telephone_____/_____/_____

AUTHORIZED TO RELEASE SECURITY OFFICER

In the event of an emergency, it is requested that the following persons be notified on behalf of the CLIENT.

1._____ Telephone_____/_____/_____

2. _____ Telephone_____/_____/_____

3._____ Telephone_____/_____/_____

4. _____ Telephone_____/_____/_____

5._____ Telephone_____/_____/_____

6. _____ Telephone_____/_____/_____

Please send order and payment to:

DTA Security Services, LLC
6362 McLeod Drive, Suite 5
Las Vegas NV 89120
Phone: 702-650-2298
Fax: 702-920-8340
order@dtasecurityservices.com
Nevada PILB 1067